

USEPA
202.564.2011
hart.debbi@epa.gov

From: Dean, StevenB
Sent: Tuesday, July 18, 2017 11:10 AM
To: Smith-Starckey, Tracie <Smith-Starckey.Tracie@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Hembrey, Cheri <Hembrey.Cheri@epa.gov>; Womack, Sandy <Womack.Sandy@epa.gov>
Subject: RE: Regional Input - Question - Training (OHR FY2017 Assurance Letter Submission)

Tracie / Debbi,

I would say:

With possible deep budget cuts, EPA is still required to provide annual mandatory trainings to all EPA employees. Additionally, with fewer FTE to accomplish EPA's mission, ensuring that all employees have the most current skills is detrimental to mission accomplishment.

Steven

Steven B. Dean
Chief, Training Branch
USEPA Headquarters
William Jefferson Clinton East Building
1201 Constitution Ave., N.W.
Rm 1136A
Mail Code: 3601M
Washington, DC 20460
(O) (202) 564-6619
(M) (202) 510-0521
dean.stevenb@epa.gov

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[Follow Me on Microsoft Delve](#)



Please Consider the Environment
Before Printing This Email

From: Smith-Starckey, Tracie
Sent: Tuesday, July 18, 2017 9:48 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>; Dean, StevenB <Dean.StevenB@epa.gov>
Cc: Hembrey, Cheri <Hembrey.Cheri@epa.gov>; Womack, Sandy <Womack.Sandy@epa.gov>
Subject: FW: Regional Input - Question - Training (OHR FY2017 Assurance Letter Submission)

Good Morning Debbi and Steven,

Sandy Womack is in the process of reviewing our FY2017 assurance letter submission and reaching out with some clarification questions. Please see her comments below and respond to his email ASAP using reply all. Thanks

Tracie Smith-Starckey

USEPA
Office of Human Resources
Program Management Staff
Office Phone: (202) 566-0121
EPA IPhone: (202) 406-0983
Email: Smith-Starckey.Tracye@epa.gov

From: Womack, Sandy
Sent: Friday, July 14, 2017 6:04 PM
To: Smith-Starckey, Tracye <Smith-Starckey.Tracye@epa.gov>; Hembrey, Cheri <Hembrey.Cheri@epa.gov>
Cc: Cunningham, Bisa <cunningham.bisa@epa.gov>
Subject: Regional Input - Question - Training

Hi Tracye and Cheri,

Not sure if this is also Bisa's area, in case it is, I've copied her on this request.

For the OHR regional response, please clarify or direct me to the OHR response that addresses "the need to ensure staff receive quality and regular training.....".

If you determine the OHR response did not address this concern, please provide a couple of sentences to address the regional concern and/or let me know if OHR intend on providing a response.

I need at your earliest! Thanks!

2. Support the Workforce through Training, Strategic Hiring & Succession Management: OARM

As OARM identified in the FY16 Assurance Memo, supporting our workforce continues to be a growing challenge. Given the recent restructuring, reshaping, and VERA/VSIP efforts, training for existing staff and for those that may be in new/reshaped areas is a growing priority. New initiatives such as the Remedial Acquisition Framework and IT tools, and the ongoing requirements to effectively manage resources/funds through budget execution, further illustrate a continued need to ensure staff receive quality and regular training to effectively meet the agency's mission.

In addition to training, the agency should re-evaluate our hiring and succession planning strategy to ensure that we are well positioned to fill critical positions (such as in the IT series), which could include offering competitive salaries to attract highly qualified candidates. Without this, our agency will risk having mission critical positions go unfilled or at minimum, lengthy periods of position vacancy.

OHR RESPONSE:

Because the agency is currently under a hiring freeze and anticipates limited hiring in the near and mid-term, only critical positions that are approved by senior leadership will be filled. The agency has a number of hiring/pay flexibilities available to support recruitment of well qualified candidates, and direct hire authority for IT security specialists is one of them. Selecting officials should consult with their HR Shared Service Center representatives to identify appropriate strategies and flexibilities for hiring top candidates. With respect to the agency's succession management strategy, the process focuses first on identifying critical positions, then evaluating the skillsets of the talent pool available to fill the critical position.

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 7/18/2017 5:59:31 PM
To: Schreefer, Kenneth [Schreefer.Kenneth@epa.gov]
CC: Loretta Hunt [Hunt.Loretta@epa.gov]; Parker, Gary [parker.gary@epa.gov]; Dean, StevenB [Dean.StevenB@epa.gov]
Subject: OHR Weekly input for PPTD

Importance: High

Here you go—thanks!

OHR Weekly

PPTD

Nothing for hot issues

Public Events

- Finalized the agenda for the August 2, 2017, Human Resources Council meeting based on feedback from the two co-chairs (Donna Vizian and James McDonald). The meeting will now be convened in WJCE B-316 from 9:30 AM-5:00 PM EST. Mike Flynn will provide remarks including FY18 priorities.

Past Week Accomplishments

- Received formal approval for the agency's VERA/VSIP business case from OPM/OMB on July 10, 2017; the application window opened on July 13, 2017 and will close on July 26, 2017.
- Received comments on the agency's draft Duty Stations at Other Locations (Remote Reporting) policy on July 14, 2017; comments are currently being incorporated as appropriate.
- Extension of Task Order 14 (Skillport migration from OEI and e-learning development for all mandatory training) was tentatively approved on July 13; some transition costs will be incurred.

Message

From: Smith-Starckey, Tracie [Smith-Starckey.Tracie@epa.gov]
Sent: 3/23/2017 5:22:17 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
CC: Parker, Gary [parker.gary@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]; Hembrey, Cheri [Hembrey.Cheri@epa.gov]
Subject: RE: Final OIG VERA-VSIP Report Update

Thanks Debbi, will do!

Tracie Smith-Starckey
USEPA
Office of Human Resources
Program Management Staff
Office Phone: (202) 566-0121
EPA iPhone: (202) 406-0983
Email: Smith-Starckey.Tracie@epa.gov

From: Hart, Debbi
Sent: Thursday, March 23, 2017 1:21 PM
To: Smith-Starckey, Tracie <Smith-Starckey.Tracie@epa.gov>
Cc: Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Hembrey, Cheri <Hembrey.Cheri@epa.gov>
Subject: FW: Final OIG VERA-VSIP Report Update

As mentioned/requested at our management meeting yesterday, below is an update on the status of our V/V OIG audit. Please let me know if there are questions. Thanks! Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Roach, Tim
Sent: Tuesday, March 21, 2017 10:34 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: Final OIG VERA-VSIP Report Update

Good morning Debbi,

Our final report will be issued by the end of the month. It's been a long process and I thank you for your time and assistance. We updated the final report with the last bit of information you sent, plus what we received from OW. As always, feel free to call or send an e-mail if you have any questions.

Sincerely,

Tim R.

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 6/30/2017 8:01:09 PM
To: Parker, Gary [parker.gary@epa.gov]
CC: Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Burbach, Joseph [burbach.joseph@epa.gov]; Gray, Linda [gray.linda@epa.gov]; Showman, John [Showman.John@epa.gov]; Vizian, Donna [Vizian.Donna@epa.gov]; Marian Cooper [Cooper.Marian@epa.gov]
Subject: Final version of HCOP High Level Plan ready for uploading to MAX
Attachments: EPA High Level Plan for HCOP final June2017.docx

Importance: High

Gary—this captures all of our comments. Please upload and thank you! Debbi

From: Parker, Gary
Sent: Friday, June 30, 2017 11:01 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>; Gray, Linda <gray.linda@epa.gov>
Cc: Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Burbach, Joseph <burbach.joseph@epa.gov>
Subject: RE: HCOP

Linda,

Here is the high-level plan for the HCOP. The only thing OPM wants right now is this very high level plan of how we are going to design and maintain the HCOP. The actual HCOP is due in September. I have also attached the HCOP guidance as well for reference.

R,
Gary

Mr. Gary Parker
Branch Chief, Workforce Planning
USEPA/OARM/OHR
(O) 202-564-7421
(M) 202-253-7099

From: Hart, Debbi
Sent: Friday, June 30, 2017 10:11 AM
To: Gray, Linda <gray.linda@epa.gov>
Cc: Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Burbach, Joseph <burbach.joseph@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Subject: RE: HCOP

Linda- Let me call you. Gary is POC for HCOP and we shared the draft with folks yesterday. We got minor comments from Showman that were addressed and Donna only mentioned she would like DCHCO to be lead—she said she didn't need to see HCOP again and that we could submit to MAX. It's due today. Calling now. Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM

USEPA
202.564.2011
hart.debbi@epa.gov

From: Gray, Linda
Sent: Friday, June 30, 2017 10:07 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Burbach, Joseph <burbach.joseph@epa.gov>
Subject: HCOP

Debbi,

Wes mentioned that Donna is expecting me to run point on the HCOP assignment. I understand you and Loretta have some follow up for V/V. Who on your staff is the POC to bring this to end state? You were putting together a strawman of what we would submit. What is the status? Is this an assignment that Towanna can assist with? I know a part of this assignment involves the agency strategic plan that OCFO is working, but can we use the HPO plan as a guide absent a final strategic plan?

Linda R. Gray
Director, Office of Human Resources
Office of Administration and Resources Management
Environmental Protection Agency
(202) 564-4606 phone
(202) 564-4613 fax

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 4/5/2017 8:02:13 PM
To: Vizian, Donna [Vizian.Donna@epa.gov]
Subject: RE: Handouts for Workforce Reshaping CHCO Academy [WARNING: DKIM validation failed]

Thanks. I'm doing the webcast with Loretta. Didn't register in time for the live event. Purely my oversight but I think Linda thinks I didn't want to accompany her.

P.S. We have some great ideas for V/V template! Will be putting it together tomorrow. I think we can do a great job this time around if allowed.

From: Vizian, Donna
Sent: Wednesday, April 05, 2017 3:55 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: Fwd: Handouts for Workforce Reshaping CHCO Academy [WARNING: DKIM validation failed]

Begin forwarded message:

From: "CHCOC" <chcoc@opm.gov>
To: "Workforce" <Workforce@opm.gov>
Cc: "CHCOC" <chcoc@opm.gov>
Subject: Handouts for Workforce Reshaping CHCO Academy [WARNING: DKIM validation failed]

Good afternoon (via Bcc),

Please see the attached materials which will be used during tomorrow's event. Copies will not be available, so you may wish to print a copy and bring it with you. We look forward to seeing you tomorrow!

Webcast registration is still open please visit https://chcoacademy_workforcereshaping.eventbrite.com to register.

Regards,

Rich Snyder
Chief Human Capital Officers Council
Office of Personnel Management

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 4/4/2017 9:08:03 PM
To: Vizian, Donna [Vizian.Donna@epa.gov]; Showman, John [Showman.John@epa.gov]
Subject: FW: April 6th CHCO Academy: Workforce Reshaping [WARNING: DKIM validation failed]
Attachments: OPM Workforce Reshaping agenda 3 28 17 (2).pdf

Do you think this session will be helpful or more focused on OPM selling their services?

From: CHCOC [<mailto:chcoc@opm.gov>]
Sent: Tuesday, March 28, 2017 12:09 PM
To: CHCOC <chcoc@opm.gov>
Cc: Workforce <Workforce@opm.gov>; Saphos, Sara <Catherine.Saphos@opm.gov>
Subject: April 6th CHCO Academy: Workforce Reshaping [WARNING: DKIM validation failed]

Good Afternoon CHCOs and Deputies (via Bcc),

OPM's Chief Human Capital Officers Council is hosting a unique CHCO Academy to begin a strategic workforce planning and reshaping discussion with Federal HR professionals and others who are interested. We will provide an overview of the resources related to Human Capital and strategic planning, workforce reshaping options (including Reduction-in-Force (RIF), Voluntary Early Retirement Authority (VERA) and Voluntary Separation Incentive Payment Authority (VSIP)), and means to support the workforce and sustain high-performance.

Please join us Thursday, April 6th from 9:30am-11:30am at the U.S. Office of Personnel Management, Campbell Auditorium, located at 1900 E Street, NW in Washington, DC or via webcast.

To register, visit https://chcoacademy_workforcereshaping.eventbrite.com. If you have questions for OPM or would like to suggest topics for future sessions, please submit these to workforce@opm.gov by Tuesday, April 6th with the subject line CHCO Academy.

Best,

Veronica

Veronica Villalobos
Acting Executive Director
Chief Human Capital Officers Council
Office of Personnel Management
1900 E Street NW

Attachment

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 6/26/2017 5:28:35 PM
To: Peabody, Hitch [Peabody.Hitch@epa.gov]
Subject: FW: VERA/VSIP System

Hitch,

FYI

Also, you or a designee in ERD should attend the weekly VERA/VSIP meetings (Thursdays at 3 pm) so you can stay in the loop.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Taylor, Jeremy
Sent: Monday, June 26, 2017 1:12 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: VERA/VSIP System

Hi Debbi and Loretta,

I wanted to check to see if you two want to be involved in our demo of the application system for VERA/VSIP that we will be doing later this week. I know you won't be working on that part but since you two have been the leads for all the steps so far I wanted to see if you are interested in seeing the system in case you have any questions come your way or want to give any feedback we may not have thought of.

Ex. 6 - Personal Privacy

Thank you,

Jeremy A. Taylor
OARM-RTP-HRMD
Director
919-541-0537



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and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

Message

From: Kuhns, Jason [Kuhns.Jason@epa.gov]
Sent: 7/5/2017 3:47:22 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]; Parker, Gary [parker.gary@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]
Subject: Roll up info
Attachments: V.V. roll up info 7.5.17.xlsx

I've tried to condense it down, but it is still a lot to go through. There are four offices without any restructure/elimination information and those are OW, OCSPP, Region 4, and Region 7.
If there is anything else just let me know.

Thanks,

Jason Kuhns
U.S. Environmental Protection Agency
Office of Human Resources
202-564-3236
kuhns.jason@epa.gov

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 7/12/2017 12:51:42 PM
To: Mahoney, Michael J [Mike.Mahoney@opm.gov]
CC: Snowden, Gregory A [Gregory.Snowden@opm.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Parker, Gary [parker.gary@epa.gov]
Subject: Re: Question about VERA/VSIP Repayment

Mike, yes, I meant volunteer. I didn't submit it to our attorneys because I hoped OPM had a quick answer.
I'll reach out to them. Thanks.

Sent from my iPhone

On Jul 11, 2017, at 4:56 PM, Mahoney, Michael J <Mike.Mahoney@opm.gov> wrote:

Loretta,

I presume you mean the person returns as a volunteer, and not as an employee with Peace Corps/Vista?

Either way – this may require a legal read, which could take a while.

Have you run it by EPA attorneys? What was their take take?

-mike

From: Hunt, Loretta [<mailto:Hunt.Loretta@epa.gov>]
Sent: Monday, July 10, 2017 11:10 AM
To: Snowden, Gregory A; Mahoney, Michael J
Cc: Hart, Debbi; Parker, Gary
Subject: RE: Question about VERA/VSIP Repayment

Reminder. Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Hunt, Loretta
Sent: Wednesday, July 05, 2017 5:07 PM
To: 'Snowden, Gregory A' <Gregory.Snowden@opm.gov>; 'Mahoney, Michael J' <Mike.Mahoney@opm.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Subject: Question about VERA/VSIP Repayment

Gregory,

I received the following question:

If a former Peace Corps/VISTA volunteer separates under VSIP and returns to Peace Corps/VISTA service within less than five years of separating from EPA, are they required to pay back the VSIP to EPA?

I'm inclined to say yes because 5 CFR 576 states:

An executive branch employee who received a Voluntary Separation Incentive Payment as described in subpart A of this part *and accepts any employment for compensation with the Government of the United States* within 5 years after the date of the separation on which the payment is based must repay the entire amount of the Voluntary Separation Incentive Payment to the agency that paid it before the individual's first day of reemployment.

While VISTA/Peace Corps volunteers aren't executive branch employees, VISTA/Peace Corps are Government organizations that pay stipends to volunteers.

Am I correct or incorrect? Thanks for any assistance you can provide.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Parker, Gary [parker.gary@epa.gov]
Sent: 6/26/2017 3:27:19 PM
To: Kirkland, William [Kirkland.William@epa.gov]; Martinez, Doris [Martinez.Doris@epa.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: FAQ POSTING NEW VERSION
Attachments: VERA- VSIP FAQ's 5-31-17.docx

Bill,

An updated version, please disregard my previous message and post this version. Thank you.

R,
Gary

Mr. Gary Parker
Branch Chief, Workforce Planning
USEPA/OARM/OHR
(O) 202-564-7421
(M) 202-253-7099

From: Parker, Gary
Sent: Monday, June 26, 2017 7:34 AM
To: Kirkland, William <Kirkland.William@epa.gov>; Martinez, Doris <Martinez.Doris@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: FAQ POSTING

Bill,

Please post the attached to the early out/buy out page, <http://intranet.epa.gov/policy/buyouts/index.htm>

Label it "VERA/VSIP FAQs"

Thank you.

R,
Gary

Message

From: Cooper, Marian [Cooper.Marian@epa.gov]
Sent: 7/6/2017 12:09:39 PM
To: Showman, John [Showman.John@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]; Vizian, Donna [Vizian.Donna@epa.gov]
Subject: RE: V/V communication

Trying to reach someone who has the latest draft of this communication. Thanks!

Marian Pechmann Cooper
Chief of Staff
Office of Administration and Resources Management
William Jefferson Clinton Federal Building-NORTH (3330)
Washington, DC 20460
office number -- 202 564-0620
office fax -- 202 564-0233



From: Showman, John
Sent: Thursday, July 06, 2017 7:28 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>; Cooper, Marian <Cooper.Marian@epa.gov>
Cc: Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Subject: FW: V/V communication

Do you have this communication? Donna said it's a general communication that can be sent to staff. ????

From: Vizian, Donna
Sent: Wednesday, July 05, 2017 5:36 PM
To: Showman, John <Showman.John@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Cooper, Marian <Cooper.Marian@epa.gov>
Subject: V/V communication

Ex. 5 - Deliberative Process

Message

From: Parker, Gary [parker.gary@epa.gov]
Sent: 6/26/2017 11:34:35 AM
To: Mairose, Sue [Mairose.Sue@epa.gov]
CC: Hunt, Loretta [Hunt.Loretta@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Bonner, Jerome [Bonner.Jerome@epa.gov]
Subject: RE: It's live-- V/V Overview video--

Thank you Sue. Great meeting you in person as well.

Mr. Gary Parker
Branch Chief, Workforce Planning
USEPA/OARM/OHR
(O) 202-564-7421
(M) 202-253-7099

From: Mairose, Sue
Sent: Sunday, June 25, 2017 4:00 PM
To: Parker, Gary <parker.gary@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>
Subject: RE: It's live-- V/V Overview video--

Hi Gary,

Per Debbi's email message below I have attached the current version of the FAQs for the VERA/VSIP. My apologies if you have not received these yet. I'm just now getting thru some of my emails from last week. It was a great site visit and my pleasure to get to meet you in person.

Please feel free to reach out to me if I can be of any further assistance.

Thank you again and have a great week!

Sue

Sue Mairose
Branch Chief, Employee Benefits
Environmental Protection Agency
Cincinnati HR Shared Service Center
26 W. Martin Luther King Dr.
Benefits Branch MS N-136
Cincinnati, OH 45268
513-569-7951
(Fax) 513-487-2567

Benefits Common Line (513) 569-7699

Benefits mailbox: CIN_HRSSC_Benefits_Central@epa.gov

From: Hart, Debbi
Sent: Thursday, June 22, 2017 8:14 AM
To: Mairose, Sue <Mairose.Sue@epa.gov>

Cc: Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>

Subject: Fwd: It's live-- V/V Overview video--

Sue- can you please send correct version of FAQs to Gary so he can post? Thanks in advance. D

Sent from my iPhone

Begin forwarded message:

From: "Parker, Gary" <parker.gary@epa.gov>
Date: June 22, 2017 at 7:42:50 AM EDT
To: "Hart, Debbi" <Hart.Debbi@epa.gov>
Cc: "Hunt, Loretta" <Hunt.Loretta@epa.gov>
Subject: RE: It's live-- V/V Overview video--

Debbi,

I do not have the FAQs. Can someone send them to me, or has someone given that to Bill to post?

Mr. Gary Parker
Branch Chief, Workforce Planning
USEPA/OARM/OHR
(O) 202-564-7421
(M) 202-253-7099

From: Mairose, Sue
Sent: Wednesday, June 21, 2017 10:48 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>
Cc: Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>
Subject: RE: It's live-- V/V Overview video--

Thanks Debbi! It's a great addition to the site.

The FAQ's are good to go as well whenever they can be added to the site.

Thank you again.

Sue

Sue Mairose
Branch Chief, Employee Benefits
Environmental Protection Agency
Cincinnati HR Shared Service Center
26 W. Martin Luther King Dr.
Benefits Branch MS N-136
Cincinnati, OH 45268
513-569-7951
(Fax) 513-487-2567

Benefits Common Line (513) 569-7699

Benefits mailbox: CIN_HRSSC_Benefits_Central@epa.gov

From: Hart, Debbi

Sent: Wednesday, June 21, 2017 3:12 PM

To: Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Mairose, Sue <Mairose.Sue@epa.gov>

Cc: Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>

Subject: It's live-- V/V Overview video--

Importance: High

<http://intranet.epa.gov/policy/buyouts/>

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

Message

From: Vizian, Donna [Vizian.Donna@epa.gov]
Sent: 7/10/2017 7:18:49 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]; Showman, John [Showman.John@epa.gov]
Subject: RE: EPA's VERA/VSIP Request

Yay. Thank you

From: Hart, Debbi
Sent: Monday, July 10, 2017 2:56 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>
Subject: Fwd: EPA's VERA/VSIP Request

FYI- Loretta is alerting folks.

Sent from my iPhone

Begin forwarded message:

From: "Mahoney, Michael J" <Mike.Mahoney@opm.gov>
Date: July 10, 2017 at 2:31:37 PM EDT
To: "Hunt, Loretta" <Hunt.Loretta@epa.gov>, "Snowden, Gregory A" <Gregory.Snowden@opm.gov>
Cc: "Hart, Debbi" <Hart.Debbi@epa.gov>
Subject: RE: EPA's VERA/VSIP Request

Here tis'...

-mike

From: Hunt, Loretta [<mailto:Hunt.Loretta@epa.gov>]
Sent: Monday, July 10, 2017 11:13 AM
To: Mahoney, Michael J; Snowden, Gregory A
Cc: Hart, Debbi
Subject: EPA's VERA/VSIP Request
Importance: High

Mike/Gregory,

Is the approval for EPA's request being signed today? Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Brincks, Mike [brincks.mike@epa.gov]
Sent: 7/11/2017 8:10:04 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
CC: Krehbiel, Ben [Krehbiel.Ben@epa.gov]; Mairose, Sue [Mairose.Sue@epa.gov]; Price, Patricia [price.patricia@epa.gov]; Flournoy, Luetta [Flournoy.Luetta@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]; Coomber, Robert [coomber.robert@epa.gov]
Subject: Re: Need your help - VERA/VSIP Notices - question

Got it.

Thanks,

Mike

On Jul 11, 2017, at 2:51 PM, Hart, Debbi <Hart.Debbi@epa.gov> wrote:

Yes, that's correct. DH

From: Brincks, Mike
Sent: Tuesday, July 11, 2017 3:44 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Krehbiel, Ben <Krehbiel.Ben@epa.gov>; Mairose, Sue <Mairose.Sue@epa.gov>; Price, Patricia <price.patricia@epa.gov>; Flournoy, Luetta <Flournoy.Luetta@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>
Subject: Re: Need your help - VERA/VSIP Notices - question

Debbi - thank you.

So our position and messaging is only those eligible and targeted under our plan at the time it was submitted will be included in the pool? Is that correct?

Thanks,

Mike

On Jul 11, 2017, at 2:40 PM, Hart, Debbi <Hart.Debbi@epa.gov> wrote:

Ben—

Ex. 5 - Deliberative Process

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Hart, Debbi
Sent: Tuesday, July 11, 2017 11:01 AM
To: Krehbiel, Ben <Krehbiel.Ben@epa.gov>
Cc: Brincks, Mike <brincks.mike@epa.gov>; Mairose, Sue <Mairose.Sue@epa.gov>;
Price, Patricia <price.patricia@epa.gov>; Flournoy, Luetta <Flournoy.Luetta@epa.gov>;
Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: RE: Need your help - VERA/VSIP Notices - question

Ben-

Got it—thanks. As mentioned, we will need to coordinate this with OPM. I'll contact you as soon as I connect with them. Debbi

From: Krehbiel, Ben
Sent: Tuesday, July 11, 2017 10:44 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Brincks, Mike <brincks.mike@epa.gov>; Mairose, Sue <Mairose.Sue@epa.gov>;
Price, Patricia <price.patricia@epa.gov>; Flournoy, Luetta <Flournoy.Luetta@epa.gov>;
Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: Re: Need your help - VERA/VSIP Notices - question

Thx Debbi --

Ex. 5 - Deliberative Process

Ben

Sent from my iPhone

On Jul 11, 2017, at 9:06 AM, Hart, Debbi <Hart.Debbi@epa.gov> wrote:

Hey Mike—

We will need to understand if this changes R7's business case or the max number of offers. I'll contact Ben/Pat to discuss.

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

**

From: Brincks, Mike
Sent: Monday, July 10, 2017 4:32 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta

<Hunt.Loretta@epa.gov>

Cc: Mairose, Sue <Mairose.Sue@epa.gov>; Price, Patricia

<price.patricia@epa.gov>; Flournoy, Luetta

<Flournoy.Luetta@epa.gov>; Krehbiel, Ben <Krehbiel.Ben@epa.gov>

Subject: Need your help - VERA/VSIP Notices - question

Importance: High

Debbi & Loretta,

Ex. 5 - Deliberative Process

Please contact Ben Krehbiel, Deputy ARA, or Pat Price, RHRO, if you have questions or need to discuss.

We appreciate your help in this matter!

Mike

<image001.jpg>

Mike Brincks

Assistant Regional Administrator

Office of Policy & Management

US Environmental Protection Agency, Region 7

11201 Renner Boulevard

Lenexa, KS 66219

Office: 913-551-7799

brincks.mike@epa.gov

Message

From: Lane, Vicki [Lane.Vicki@epa.gov]
Sent: 7/3/2017 8:41:02 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: Revised - R9 Business Case with Updated Budget Tables
Attachments: R9 V-V Business Case Rev 7-3-17.docx

Hi Deborah and Loretta,

Attached is a complete R9 Business Case which has been updated to include the updated Budget Tables.

Regards, Vicki

415-972-3827

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 6/29/2017 2:49:23 PM
To: Shanahan, Katherine [Shanahan.Katherine@epa.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: RE: V/V

Thank you so much! Let us know what you need.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

-----Original Message-----

From: Shanahan, Katherine
Sent: Thursday, June 29, 2017 10:46 AM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Westenberger, Andrea <Westenberger.Andrea@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>
Subject: RE: V/V

On it

Kathie

-----Original Message-----

From: Hunt, Loretta
Sent: Thursday, June 29, 2017 10:44 AM
To: Shanahan, Katherine <Shanahan.Katherine@epa.gov>
Cc: Westenberger, Andrea <Westenberger.Andrea@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>
Subject: RE: V/V

The PMO group list is OHR PMO.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

-----Original Message-----

From: Terris, Carol
Sent: Thursday, June 29, 2017 10:37 AM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Shanahan, Katherine <Shanahan.Katherine@epa.gov>; Westenberger, Andrea <Westenberger.Andrea@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: V/V

Yes, we do -- OCFO-SBO and OCFO-Regional Comptroller are the list names.

(I'd ask them to keep close hold)

-----Original Message-----

From: Hunt, Loretta
Sent: Thursday, June 29, 2017 10:32 AM
To: Terris, Carol <Terris.Carol@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Shanahan, Katherine <Shanahan.Katherine@epa.gov>; Westenberger, Andrea <Westenberger.Andrea@epa.gov>
Subject: RE: V/V
Importance: High

Great. Yes, we should invite the budget leads but we don't know who they are. Do you have a group list?

OMB mentioned that R10's budget cost estimate chart was a good example to follow. That information is in the business case document I sent you yesterday.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

-----Original Message-----

From: Terris, Carol
Sent: Thursday, June 29, 2017 9:51 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: Re: V/V

Yes it should be possible
Let me speak with my folks

Do you want to invite the budget leads to join on 2:30 call?

Sent from my iPhone

> On Jun 29, 2017, at 9:12 AM, Hart, Debbi <Hart.Debbi@epa.gov> wrote:
>
> Carol-- can we pull off having the cost estimate discussion today? Given holiday...

> -----Original Message-----

> From: Shanahan, Katherine
> Sent: Thursday, June 29, 2017 8:23 AM
> To: Hunt, Loretta <Hunt.Loretta@epa.gov>
> Cc: Hart, Debbi <Hart.Debbi@epa.gov>
> Subject: V/V

>
> Hi Loretta
> I am having a call with HROs today at 2:30. Since R10 is lead region for OARM and their HRO left, I have been helping them fill the role of Lead Region HRO.
> Is there anything you would like me to share with the HROs or would you like the opportunity to speak with them. I know many folks are starting vacations this week so timing is tough. In my own office, I have the comptroller and ARA starting vacation and the person in my office who works with me on these packages is also going on leave after today. So if there is anything we can do to be responsive to the V/V issues, I am happy to facilitate that today

>
> Kathie
> Sent from my iPhone

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 7/5/2017 8:54:24 PM
To: Parker, Gary [parker.gary@epa.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: RE: VERA VSIP FAQs

Good question that I'm pretty sure is, yes, you must pay back the money. I will reach out to OPM for guidance.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

-----Original Message-----

From: Parker, Gary
Sent: Wednesday, July 05, 2017 4:04 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: FW: VERA VSIP FAQs

Loretta,

If we add the below, as Liz has indicated; what is the answer? If you go to PC/VISTA less than 5 years after taking a buyout, do you pay it back?

Mr. Gary Parker
Branch Chief, Workforce Planning
USEPA/OARM/OHR
(O) 202-564-7421
(M) 202-253-7099

-----Original Message-----

From: Engebretson, Lizabeth
Sent: Friday, June 30, 2017 8:00 PM
To: Parker, Gary <parker.gary@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Jimenez, Elaine <Jimenez.Elaine@epa.gov>; Mairose, Sue <Mairose.Sue@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Davis, Cathy <Davis.Cathy@epa.gov>
Subject: FW: VERA VSIP FAQs

Gary,
Hi. In addition to the comments already provided, recommend adding the following question (if not already addressed on website/FAQs): "As a former Peace Corps/VISTA volunteer, can a separating employee return to Peace Corps/VISTA Service within less than five years of separating from EPA, and not pay back the VSIP?" Given the number of newer staff hired into the agency under that authority, suggest the addition of the question/response.
Thank you.
Regards,
Liz

-----Original Message-----

From: Jimenez, Elaine
Sent: Thursday, June 29, 2017 4:20 PM
To: Parker, Gary <parker.gary@epa.gov>
Subject: RE: VERA VSIP FAQs

Gary, thanks.
Upon review my comment is question #7 - year should be 2017 instead of 2014.

Hope this helps. Have a safe holiday weekend.

Elaine Jimenez
Supervisory Human Resources Specialist (Benefits) (Employee Services Branch Chief) HRMD - Las Vegas
(702) 798-2402 - office
(702) 798-2416 - Fax

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-----Original Message-----

From: Parker, Gary

Sent: Thursday, June 29, 2017 1:34 PM

To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Engebretson, Lizbeth <Engebretson.Lizbeth@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Cunningham, Bisa <cunningham.bisa@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>; Mairose, Sue <Mairose.Sue@epa.gov>; Davis, Cathy <Davis.Cathy@epa.gov>; Jimenez, Elaine <Jimenez.Elaine@epa.gov>; Brown, Rohn <brown.rohn@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>; Burt, Cynthia <Burt.Cynthia@epa.gov>
Subject: VERA VSIP FAQs

All,

I have been working with Sue Mairose (Thank you Sue!) on the FAQs and want to be sure you all had a look at them. Please review and provide any recommendations to me soonest, so we can keep our Early Out/Buy Out site up to date. <http://intranet.epa.gov/policy/buyouts/index.htm>

R,
Gary

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 6/29/2017 2:40:21 PM
To: Snowden, Gregory A [Gregory.Snowden@opm.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: EPA's VERA/VSIP Request

Greg,

I hope all is well. Does OPM have any concerns about EPA's request? We met with OMB yesterday and they only had a few concerns. The major issue was clarifying our budget information. We're working on that piece now and expect to get an update to OMB next week.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Schulman, Marvin [Schulman.Marvin@epa.gov]
Sent: 7/5/2017 8:52:27 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]; McNeal, Detha [McNeal.Detha@epa.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]; Parker, Gary [parker.gary@epa.gov]
Subject: RE: Draft Employee V/V Communication
Attachments: Final Approved VERA-VSIP Announcement w-MS Edits.docx

See attached.

Note "track changes" apparently works differently in Windows 10 (at least from the editor side) strikeouts don't show as being struck out, and additions done show in a different color as inserted text. SO – my version has additional text in blue, and strikeouts struckout using the font option.

From: Hunt, Loretta
Sent: Wednesday, July 05, 2017 4:22 PM
To: Schulman, Marvin <Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Subject: Draft Employee V/V Communication
Importance: High

Detha/Marvin,

Please review and provide comments ASAP. I need to forward the documents to the SSCs. Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Milton, Laura [Milton.Laura@epa.gov]
Sent: 7/31/2017 8:34:49 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]
Subject: RE: Can we communicate general V-V applications numbers with OECA?

Thank you both!!!

Laura Milton, PMO
Administrative Management Division
OECA/Office of Administration and Policy
US Environmental Protection Agency
Phone: 202-564-6017
milton.laura@epa.gov

From: Hunt, Loretta
Sent: Monday, July 31, 2017 4:03 PM
To: Milton, Laura <Milton.Laura@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: Can we communicate general V-V applications numbers with OECA?

Laura,

You can let them know that select/non-select notices are expected to be sent out around 8/9.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Milton, Laura
Sent: Monday, July 31, 2017 3:29 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: Can we communicate general V-V applications numbers with OECA?

Thank you, we'll be super careful. I think if we just report OECA's total number of applicants and our intent to apply flexibility that will make everyone really happy.

One LAST question (and it is the last because I'm going on leave for a week), is there any language that we can share with employees re the change to eligibility notification date? I thought it was going to be included in the request for eOPF pulls but didn't see it there. I don't think everyone knows.

I know you'll miss me when I'm out ;)

Laura Milton, PMO
Administrative Management Division
OECA/Office of Administration and Policy

US Environmental Protection Agency

Phone: 202-564-6017

milton.laura@epa.gov

From: Hunt, Loretta

Sent: Monday, July 31, 2017 3:22 PM

To: Milton, Laura <Milton.Laura@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>

Subject: RE: Can we communicate general V-V applications numbers with OECA?

I recommend you keep the information fairly broad (i.e., how many applied) without getting down into the weeds (e.g., how many per group) because eligibility has not been determined.

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Milton, Laura

Sent: Monday, July 31, 2017 3:13 PM

To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>

Subject: Can we communicate general V-V applications numbers with OECA?

We have so many people asking if we've reached the max, how many per group etc. Larry is interested in sharing some general info with lots of caveats if appropriate.

Laura Milton, PMO

Administrative Management Division

OECA/Office of Administration and Policy

US Environmental Protection Agency

Phone: 202-564-6017

milton.laura@epa.gov

Message

From: Engebretson, Lizabeth [Engebretson.Lizabeth@epa.gov]
Sent: 7/31/2017 8:21:13 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]; Bonner, Jerome [Bonner.Jerome@epa.gov]; Taylor, Jeremy [Taylor.Jeremy@epa.gov]; Atkinson, Ryan [Atkinson.Ryan@epa.gov]; Peabody, Hitch [Peabody.Hitch@epa.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]; Parker, Gary [parker.gary@epa.gov]
Subject: RE: URGENT: V/V Business Cases

Loretta,
Thank you!

Regards,
Liz

From: Hunt, Loretta
Sent: Monday, July 31, 2017 12:44 PM
To: Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Subject: RE: URGENT: V/V Business Cases

Liz,

I just asked OPM and OMB if I could modify the overall business case as follows:

Given the pool of available candidates across our program and regional offices, the agency would like to request the flexibility to increase (or decrease) the offer number in one or more categories if necessary, with the understanding that the overall cap for each program or regional office (as identified in sections II-XXIII below) cannot be exceeded.

If they agree, every office will have the flexibility within their overall allotted cap.

I'll let the SSCs know what happens.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Engebretson, Lizabeth
Sent: Monday, July 31, 2017 2:19 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Subject: RE: URGENT: V/V Business Cases

Loretta,

While I do not know of any specific customer interest for LV customers – neither have I asked and I am unsure what you mean by “shift allocations”? Do you mean within the broad target pool if one sub-organization exceeds its allocated V/V slots to be approved. (I believe that’s what you described on Thursdays call.)

As the plans/coordination upfront did not have the SSCs involved and OHR is serving to coordinate with OPM on agency-wide V/V plans – I would like to suggest that OHR outreach to the POCs that you had worked with on the approved plans to ask all so as to not miss anyone.

I hope that makes sense and is a workable way to ensure all those with V/V approved plans are touched base with appropriately.

If you need me to directly engage customers, would you please let me know who (I presume acting/RHROs/PMOs are the POCs... and provide the language for the specific question(s) to be asked (so we are all asking the same question?)

Regards,
Liz

From: Hunt, Loretta
Sent: Monday, July 31, 2017 9:59 AM
To: Bonner, Jerome <Bonner.Jerome@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Subject: URGENT: V/V Business Cases
Importance: High

SSC Directors,

Does anyone else have a program or region that wants to shift allocations as long as they do not exceed their max cap? I sent an updated request to OPM on Friday for one region only for another office to ask for the flexibility today.

Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Engebretson, Lizabeth [Engebretson.Lizabeth@epa.gov]
Sent: 6/27/2017 11:25:58 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
CC: Hunt, Loretta [Hunt.Loretta@epa.gov]; Parker, Gary [parker.gary@epa.gov]
Subject: RE: Updated V/V Schedule

Debbi,
Certainly.... Will send before noon Pacific/9 AM Eastern tomorrow☺

Regards,
Liz

From: Hart, Debbi
Sent: Tuesday, June 27, 2017 2:48 PM
To: Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Subject: RE: Updated V/V Schedule

Thank you! Can you take a stab at adding a shortened version of the action into the updated schedule? D

From: Engebretson, Lizabeth
Sent: Tuesday, June 27, 2017 4:21 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Coomber, Robert <coomber.robert@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>
Subject: RE: Updated V/V Schedule

Debbi,
Thank you – the overall schedule looks workable.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

My two cents, which is hopefully of constructive help. Thanks for consideration of comment. If this is not the best place to note this requirement/activity of the Program/Regions, perhaps we can dialogue on the call this week (all together) on where/when we should provide the separation/SF-52 and VSIP FPPS action requirement information.

Regards,
Liz

From: Hart, Debbi
Sent: Tuesday, June 27, 2017 9:04 AM
To: Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Engebretson, Lizabeth

<Engebretson.Lizabeth@epa.gov>

Cc: Coomber, Robert <coomber.robert@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda <gray.linda@epa.gov>
Subject: RE: Updated V/V Schedule

FYI—this got stuck in my Outbox last Friday... Sorry for the delay. D

From: Hart, Debbi

Sent: Friday, June 23, 2017 6:03 PM

To: Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>

Cc: Coomber, Robert <coomber.robert@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Loretta Hunt <Hunt.Loretta@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda <gray.linda@epa.gov>

Subject: Updated V/V Schedule

All-

Per our discussion yesterday, please see the attached. Bob and I are comfortable with our front end dates. Please let me know if you have edits or additions from the SSC perspective. Thanks in advance and as you can probably tell, this is truly a living document LOL! Have a great weekend! Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 7/14/2017 4:15:08 PM
To: Helm, Arron [Helm.Arron@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]
Subject: Re: VERA VSIP Applications Received

Do we win a prize if our guess is close?

From: Helm, Arron
Sent: Friday, July 14, 2017 10:19:07 AM
To: Hart, Debbi
Cc: Hunt, Loretta
Subject: Re: VERA VSIP Applications Received

635 applicants is my guess.

Sent from my iPhone

On Jul 14, 2017, at 9:43 AM, Hart, Debbi <Hart.Debbi@epa.gov> wrote:

Thanks—not bad for day 1 I guess. What is your estimate for what our total will be? I'm doing an informal poll!

From: Helm, Arron
Sent: Thursday, July 13, 2017 7:49 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: Fwd: VERA VSIP Applications Received

FYI. Today's count.

Sent from my iPhone

Begin forwarded message:

From: "Helm, Arron" <Helm.Arron@epa.gov>
Date: July 13, 2017 at 4:16:42 PM EDT
To: "Vizian, Donna" <Vizian.Donna@epa.gov>, "Showman, John" <Showman.John@epa.gov>, "Carter, Rick" <Carter.Rick@epa.gov>
Subject: Fwd: VERA VSIP Applications Received

See below.
Sent from my iPhone

Begin forwarded message:

From: "Martinson, Alice" <Martinson.Alice@epa.gov>
Date: July 13, see 2017 at 4:04:38 PM EDT
To: "Helm, Arron" <Helm.Arron@epa.gov>, "Collins, BJ" <Collins.BJ@epa.gov>, "Carter, Rick" <Carter.Rick@epa.gov>, "Atkinson, Ryan" <Atkinson.Ryan@epa.gov>, "Taylor, Jeremy" <Taylor.Jeremy@epa.gov>, "Bonner, Jerome"

<Bonner.Jerome@epa.gov>, "Engebretson, Lizabeth"

<Engebretson.Lizabeth@epa.gov>

Cc: "Mairose, Sue" <Mairose.Sue@epa.gov>, "Davis, Cathy"

<Davis.Cathy@epa.gov>, "Jimenez, Elaine" <Jimenez.Elaine@epa.gov>

Subject: VERA VSIP Applications Received

As of 4:00 this afternoon, 278 VERA/VSIP applications have been received agency-wide.

Below is the breakdown by Program/Region.

Ex. 5 - Deliberative Process

~ Alice

Alice Martinson
Acting Section Chief, RTP-SSC
U.S. Environmental Protection Agency
OARM/HRMD-RTP (MD-C639-02)

Research Triangle Park, NC 27711

voice: 919-541-5420

fax: 919-541-1360

<image001.jpg>

CONFIDENTIALITY: This communication may contain privileged or other confidential information. If you are not the intended addressee, or believe you have received this communication in error, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 7/10/2017 4:03:41 PM
To: Fowler, Joshua [Fowler.Joshua@epa.gov]
CC: Coomber, Robert [coomber.robert@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Corbett, Krysti [Corbett.Krysti@epa.gov]
Subject: Re: V/V notices to targeted positions

Importance: High

Joshua,

We need to keep the employee notification method consistent across the AA-ships and regions. Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 7/5/2017 8:22:15 PM
To: Schulman, Marvin [Schulman.Marvin@epa.gov]; McNeal, Detha [McNeal.Detha@epa.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]; Parker, Gary [parker.gary@epa.gov]
Subject: Draft Employee V/V Communication
Attachments: Final Approved VERA-VSIP Announcement 7-5-17.docx

Importance: High

Detha/Marvin,

Please review and provide comments ASAP. I need to forward the documents to the SSCs. Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 7/31/2017 8:03:23 PM
To: Milton, Laura [Milton.Laura@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]
Subject: RE: Can we communicate general V-V applications numbers with OECA?

Laura,

You can let them know that select/non-select notices are expected to be sent out around 8/9.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Milton, Laura
Sent: Monday, July 31, 2017 3:29 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: Can we communicate general V-V applications numbers with OECA?

Thank you, we'll be super careful. I think if we just report OECA's total number of applicants and our intent to apply flexibility that will make everyone really happy.

One LAST question (and it is the last because I'm going on leave for a week), is there any language that we can share with employees re the change to eligibility notification date? I thought it was going to be included in the request for eOPF pulls but didn't see it there. I don't think everyone knows.

I know you'll miss me when I'm out ;)

Laura Milton, PMO
Administrative Management Division
OECA/Office of Administration and Policy
US Environmental Protection Agency
Phone: 202-564-6017
milton.laura@epa.gov

From: Hunt, Loretta
Sent: Monday, July 31, 2017 3:22 PM
To: Milton, Laura <Milton.Laura@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: Can we communicate general V-V applications numbers with OECA?

I recommend you keep the information fairly broad (i.e., how many applied) without getting down into the weeds (e.g., how many per group) because eligibility has not been determined.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch

Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Milton, Laura
Sent: Monday, July 31, 2017 3:13 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: Can we communicate general V-V applications numbers with OECA?

We have so many people asking if we've reached the max, how many per group etc. Larry is interested in sharing some general info with lots of caveats if appropriate.

Laura Milton, PMO
Administrative Management Division
OECA/Office of Administration and Policy
US Environmental Protection Agency
Phone: 202-564-6017
milton.laura@epa.gov

To: Hart, Debbi[Hart.Debbi@epa.gov]
Cc: Brincks, Mike[brincks.mike@epa.gov]; Mairose, Sue[Mairose.Sue@epa.gov]; Price, Patricia[price.patricia@epa.gov]; Flournoy, Luetta[Flournoy.Luetta@epa.gov]; Hunt, Loretta[Hunt.Loretta@epa.gov]
From: Krehbiel, Ben
Sent: Tue 7/11/2017 2:44:08 PM
Subject: Re: Need your help - VERA/VSIP Notices - question

Thx Debbi --

Ex. 5 - Deliberative Process

Ben

Sent from my iPhone

On Jul 11, 2017, at 9:06 AM, Hart, Debbi <Hart.Debbi@epa.gov> wrote:

Hey Mike—

We will need to understand if this changes R7's business case or the max number of offers.
I'll contact Ben/Pat to discuss.

Debbi Hart
Director

Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Brincks, Mike
Sent: Monday, July 10, 2017 4:32 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Mairose, Sue <Mairose.Sue@epa.gov>; Price, Patricia <price.patricia@epa.gov>; Flournoy, Luetta <Flournoy.Luetta@epa.gov>; Krehbiel, Ben <Krehbiel.Ben@epa.gov>
Subject: Need your help - VERA/VSIP Notices - question
Importance: High

Debbi & Loretta,

Ex. 5 - Deliberative Process

Please contact Ben Krehbiel, Deputy ARA, or Pat Price, RHRO, if you have questions or need to discuss.

We appreciate your help in this matter!

Mike

<image001.jpg>

Mike Brincks

Assistant Regional Administrator

Office of Policy & Management

US Environmental Protection Agency, Region 7

11201 Renner Boulevard

Lenexa, KS 66219

Office: 913-551-7799

brincks.mike@epa.gov

To: Hart, Debbi[Hart.Debbi@epa.gov]
Cc: Hunt, Loretta[Hunt.Loretta@epa.gov]
From: Schulman, Marvin
Sent: Fri 8/4/2017 3:50:48 PM
Subject: RE: Revised Targeted Positions Template
OW Targeted Positions Template Attachment 3 Final v4 08-03-17.xlsx
VERA-VSIP MFR - OW Correction to Location of Targeted 334 Position.docx

Debbi –

Ex. 5 - Deliberative Process

I have included a draft memo for that purpose as the first attachment. The second one is the spreadsheet from Alfredo.

Marvin

From: Hart, Debbi
Sent: Friday, August 04, 2017 9:14 AM
To: Schulman, Marvin <Schulman.Marvin@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: FW: Revised Targeted Positions Template

Marvin- please take a look and let's talk. Thanks.

Debbi Hart
Director

Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Torrez, Alfredo
Sent: Thursday, August 03, 2017 6:19 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Jimenez, Elaine <Jimenez.Elaine@epa.gov>
Subject: Revised Targeted Positions Template

Ex. 5 - Deliberative Process

Thanks,

Alfredo Torrez, Associate Director and
OW Program Management Official
Management and Operations Staff
Office of Water, Office of the Assistant Administrator
U.S. Environmental Protection Agency
Room 3311C WJC East (4101M)
Phone: (202) 564-6621 Mobile: (202) 573-1956
Fax: (202) 564-0500
Email: torrez.alfredo@epa.gov

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Message

From: Parker, Gary [parker.gary@epa.gov]
Sent: 7/5/2017 8:06:16 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: RE: V/V FAQs

Already revised that portion for Bill to upload. Liz also asked a question about peace corps volunteers that we need to answer and send back to SSCs.

Mr. Gary Parker
Branch Chief, Workforce Planning
USEPA/OARM/OHR
(O) 202-564-7421
(M) 202-253-7099

From: Hunt, Loretta
Sent: Wednesday, July 05, 2017 4:02 PM
To: Parker, Gary <parker.gary@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: V/V FAQs
Importance: High

Gary, the FAQs need to be revised. The document contains "DRAFT" at the top of the page. Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Showman, John [Showman.John@epa.gov]
Sent: 7/10/2017 3:37:54 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: RE: EPA's VERA/VSIP Request

We wouldn't want them to rush or anything

From: Hunt, Loretta
Sent: Monday, July 10, 2017 11:34 AM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Subject: FW: EPA's VERA/VSIP Request
Importance: High

Donna/John,

Status of V/V approval below.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Mahoney, Michael J [<mailto:Mike.Mahoney@opm.gov>]
Sent: Monday, July 10, 2017 11:32 AM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Snowden, Gregory A <Gregory.Snowden@opm.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: EPA's VERA/VSIP Request

Yes, should be early this afternoon

From: Hunt, Loretta [<mailto:Hunt.Loretta@epa.gov>]
Sent: Monday, July 10, 2017 11:13 AM
To: Mahoney, Michael J; Snowden, Gregory A
Cc: Hart, Debbi
Subject: EPA's VERA/VSIP Request
Importance: High

Mike/Gregory,

Is the approval for EPA's request being signed today? Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division

Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Showman, John [Showman.John@epa.gov]
Sent: 8/2/2017 5:19:52 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: RE: V/V

This doesn't address this issue. She did apply in the period identified. ??

From: Hart, Debbi
Sent: Wednesday, August 02, 2017 1:17 PM
To: Showman, John <Showman.John@epa.gov>
Subject: V/V

It seems like the documentation is what was in the template communications—the application period window-- which was reiterated in multiple senior leadership messages to employees.

General Notice to All Employees in AA-ship/Region

Insert Date

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 6/27/2017 11:09:12 AM
To: Vizian, Donna [Vizian.Donna@epa.gov]
Subject: Re: Update for EPA's VERA/VSIP business case and targeted positions Email 2 of 2

I think it depends who from OMB will be there. If just at Mulligan level you don't need to be there.

Sent from my iPhone

On Jun 26, 2017, at 10:16 PM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:

Do you think I need to go or would it be better if you guys handle?

Begin forwarded message:

From: "Hunt, Loretta" <Hunt.Loretta@epa.gov>
Date: June 26, 2017 at 5:46:13 PM EDT
To: "Vizian, Donna" <Vizian.Donna@epa.gov>, "Showman, John" <Showman.John@epa.gov>
Cc: "Gray, Linda" <gray.linda@epa.gov>, "Carpenter, Wesley" <Carpenter.Wesley@epa.gov>, "Hart, Debbi" <Hart.Debbi@epa.gov>, "Parker, Gary" <parker.gary@epa.gov>, "Terris, Carol" <Terris.Carol@epa.gov>
Subject: FW: Update for EPA's VERA/VSIP business case and targeted positions Email 2 of 2

Donna,

OMB wants to meet with EPA to discuss the agency's business case.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Grossman, Andrea L. Ex. 6 - Personal Privacy
Sent: Monday, June 26, 2017 5:31 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>; Hickey, Mike J. Ex. 6 - Personal Privacy
Mulligan, James S. Ex. 6 - Personal Privacy
Subject: RE: Update for EPA's VERA/VSIP business case and targeted positions Email 2 of 2

Loretta,

OMB would like to request a presentation from EPA on this VERA/VSIP proposal. We are hoping to get some insight into the broader strategy at play. This could also be an opportunity to informally ask some of our initial questions as we learn more about the package.

Would someone from EPA be available for a meeting this week (potentially Wednesday afternoon, recognizing the time sensitivity of the package)? I can reserve a conference room here at the New Executive Office Building and arrange for building clearance.

Thank you,

Andrea Grossman
Program Examiner, OMB Environment Branch
202-395-4756

From: Hunt, Loretta [mailto:Hunt.Loretta@epa.gov]
Sent: Thursday, June 22, 2017 6:52 PM
To: Hickey, Mike J. [Ex. 6 - Personal Privacy] Mahoney, Michael J <Mike.Mahoney@opm.gov>; Snowden, Gregory A <Gregory.Snowden@opm.gov>; Coleman, Darrell E <Darrell.Coleman@opm.gov>; Thornton, Cathryn <Cathryn.Thornton@opm.gov>; Butler, Monica <Monica.Butler@opm.gov>; Grossman, Andrea L. [Ex. 6 - Personal Privacy]
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>
Subject: RE: Update for EPA's VERA/VSIP business case and targeted positions Email 2 of 2

The document attached replaces document #3 sent on 6/16/17.

Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Hunt, Loretta
Sent: Thursday, June 22, 2017 6:48 PM
To: 'Hickey, Mike J.' [Ex. 6 - Personal Privacy] 'Mahoney, Michael J' <Mike.Mahoney@opm.gov>; 'Snowden, Gregory A' <Gregory.Snowden@opm.gov>; Coleman, Darrell E <Darrell.Coleman@opm.gov>; Thornton, Cathryn <Cathryn.Thornton@opm.gov>; Butler, Monica <Monica.Butler@opm.gov>; 'Andrea L. Grossman' [Ex. 6 - Personal Privacy]
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>
Subject: Update for EPA's VERA/VSIP business case and targeted positions Email 1 of 2

OPM and OMB,

EPA's Region 9's office had to revise their information **Ex. 5 - Deliberative Process**
The documents attached should replace documents #4 and #6 that were sent on
6/16/17.

Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 7/31/2017 7:43:38 PM
To: Engebretson, Lizabeth [Engebretson.Lizabeth@epa.gov]; Bonner, Jerome [Bonner.Jerome@epa.gov]; Taylor, Jeremy [Taylor.Jeremy@epa.gov]; Atkinson, Ryan [Atkinson.Ryan@epa.gov]; Peabody, Hitch [Peabody.Hitch@epa.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]; Parker, Gary [parker.gary@epa.gov]
Subject: RE: URGENT: V/V Business Cases

Liz,

I just asked OPM and OMB if I could modify the overall business case as follows:

Ex. 5 - Deliberative Process

If they agree, every office will have the flexibility within their overall allotted cap.

I'll let the SSCs know what happens.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Engebretson, Lizabeth
Sent: Monday, July 31, 2017 2:19 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Subject: RE: URGENT: V/V Business Cases

Loretta,
While I do not know of any specific customer interest for LV customers – neither have I asked and I am unsure what you mean by “shift allocations”? Do you mean within the broad target pool if one sub-organization exceeds its allocated V/V slots to be approved. (I believe that’s what you described on Thursdays call.)

As the plans/coordination upfront did not have the SSCs involved and OHR is serving to coordinate with OPM on agency-wide V/V plans – I would like to suggest that OHR outreach to the POCs that you had worked with on the approved plans to ask all so as to not miss anyone.

I hope that makes sense and is a workable way to ensure all those with V/V approved plans are touched base with appropriately.

If you need me to directly engage customers, would you please let me know who (I presume acting/RHROs/PMOs are the POCs... and provide the language for the specific question(s) to be asked (so we are all asking the same question?)

Regards,
Liz

From: Hunt, Loretta

Sent: Monday, July 31, 2017 9:59 AM

To: Bonner, Jerome <Bonner.Jerome@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>

Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>

Subject: URGENT: V/V Business Cases

Importance: High

SSC Directors,

Does anyone else have a program or region that wants to shift allocations as long as they do not exceed their max cap? I sent an updated request to OPM on Friday for one region only for another office to ask for the flexibility today.

Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 7/10/2017 3:33:23 PM
To: Mahoney, Michael J [Mike.Mahoney@opm.gov]; Snowden, Gregory A [Gregory.Snowden@opm.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: RE: EPA's VERA/VSIP Request

Great!!!!!!!!!!!!

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Mahoney, Michael J [mailto:Mike.Mahoney@opm.gov]
Sent: Monday, July 10, 2017 11:32 AM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Snowden, Gregory A <Gregory.Snowden@opm.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: EPA's VERA/VSIP Request

Yes, should be early this afternoon

From: Hunt, Loretta [mailto:Hunt.Loretta@epa.gov]
Sent: Monday, July 10, 2017 11:13 AM
To: Mahoney, Michael J; Snowden, Gregory A
Cc: Hart, Debbi
Subject: EPA's VERA/VSIP Request
Importance: High

Mike/Gregory,

Is the approval for EPA's request being signed today? Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Engebretson, Lizabeth [Engebretson.Lizabeth@epa.gov]
Sent: 6/30/2017 3:28:39 PM
To: Taylor, Jeremy [Taylor.Jeremy@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Atkinson, Ryan [Atkinson.Ryan@epa.gov]
CC: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: RE: OIG V/V

Jeremy,

Hi – to clarify, once I have more details, our SSC would want to make use of the intake system for the OIG; although their timeline may be different. I believe we used it before, and worked with Arron previously.

We can discuss off line and I will get with Elaine on my team for clarification/history on prior OIG V/V.

Thank you,
Liz

From: Taylor, Jeremy
Sent: Friday, June 30, 2017 8:14 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: RE: OIG V/V

Thanks. So there is no need for them to be built into the system. We have added ERD and they are going to attend the demo today with LV.

Jeremy A. Taylor
OARM-RTP-HRMD
Director
919-541-0537



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From: Hart, Debbi
Sent: Friday, June 30, 2017 11:13 AM
To: Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: RE: OIG V/V

No- they do theirs independently.

From: Taylor, Jeremy
Sent: Friday, June 30, 2017 10:42 AM
To: Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: OIG V/V

Are they on the package that Loretta sent?

Jeremy A. Taylor
OARM-RTP-HRMD
Director
919-541-0537



CONFIDENTIALITY: This communication may contain privileged or other confidential information. If you are not the intended addressee, or believe you have received this communication in error, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

From: Engebretson, Lizabeth
Sent: Friday, June 30, 2017 10:13 AM
To: Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: OIG V/V

Jeremy and Ryan,
As an FYI – I have word (without details) of the OIG also putting together V/V package. I have heard the OIG will share the plan with Elaine and myself soon; so wanted to outreach as the intake system will also need to be workable for OIG. When I know more, will share asap.

Regards,
Liz

To: Hart, Debbi[Hart.Debbi@epa.gov]
Cc: Hunt, Loretta[Hunt.Loretta@epa.gov]; Schulman, Marvin[Schulman.Marvin@epa.gov]
From: Lane, Vicki
Sent: Mon 7/10/2017 3:23:39 PM
Subject: RE: V/V Communication Templates - Can we add Attachment A?

Hi Debbi,

Ex. 5 - Deliberative Process

Regards, Vicki

415-972-3827

From: Hart, Debbi
Sent: Friday, July 7, 2017 6:31 AM
To: Lane, Vicki <Lane.Vicki@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>
Subject: RE: V/V Communication Templates - Can we add Attachment A?

Hey Vicki-

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Call me if you would like to discuss. Debbi

Debbi Hart
Director

Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011

hart.debbi@epa.gov

From: Lane, Vicki
Sent: Thursday, July 06, 2017 10:34 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>
Subject: RE: V/V Communication Templates - Can we add Attachment A?

Hi Debbi,

In Loretta's absence, I propose one additional paragraph be added to the general notice. I've highlighted the additions in green.

Ex. 5 - Deliberative Process

Regards, Vicki

415-972-3827

MEMORANDUM

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

From: Hunt, Loretta
Sent: Thursday, July 6, 2017 6:45 PM
To: Lane, Vicki <Lane.Vicki@epa.gov>
Subject: Automatic reply: V/V Communication Templates

I am out of the office 7/7/17. If you require immediate assistance, please contact Marvin Schulman at schulman.marvin@epa.gov or 202-564-7778. Or, I will respond to your message when I am back in the office. Thank you.

To: Hart, Debbi[Hart.Debbi@epa.gov]
Cc: Terris, Carol[Terris.Carol@epa.gov]
From: Remmers, Janet
Sent: Sat 7/1/2017 10:15:50 AM
Subject: FW: ORD Business Case Updated per agency guidance
ORD VERA-VSIP Business Case - 6.30.17.docx

Janet Remmers, Ph.D.

RPROS

Office of Budget/OCFO

Mail code: 2732A

office: 202-564-0548

aws: 301-593-7870

From: Kanet, Audrey
Sent: Friday, June 30, 2017 8:45 PM
To: Remmers, Janet <Remmers.Janet@epa.gov>
Cc: Vaughan, Pat <Vaughan.Pat@epa.gov>
Subject: RE: ORD Business Case Updated per agency guidance

Updated. Please reply directly to me and Pat if additional changes are required.



Audrey Kanet

U.S. EPA | ORD | OARS | HRD

Management & Program Analyst

Phone: (513) 487-2098

From: Remmers, Janet

Sent: Friday, June 30, 2017 5:59 PM

To: Vaughan, Pat <Vaughan.Pat@epa.gov>

Cc: Steenbock, John <Steenbock.John@epa.gov>; Gonzalez, Daniel

<Gonzalez.Daniel@epa.gov>; Kanet, Audrey <kanet.audrey@epa.gov>; Burman, Eric

<Burman.Eric@epa.gov>; Ajabi, Laurel <Ajabi.Laurel@epa.gov>; Heckman, Deborah

<Heckman.Deborah@epa.gov>; Radzikowski, Mary Ellen <Radzikowski.Maryellen@epa.gov>;

Terris, Carol <Terris.Carol@epa.gov>

Subject: RE: ORD Business Case Updated per agency guidance

Pat,

A few problems that need correcting.

Ex. 5 - Deliberative Process

Thanks

Ex. 5 - Deliberative Process

Janet Remmers, Ph.D.

RPROS

Office of Budget/OCFO

Mail code: 2732A

office: 202-564-0548

aws: 301-593-7870

From: Vaughan, Pat

Sent: Friday, June 30, 2017 5:47 PM

To: Remmers, Janet <Remmers.Janet@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>

Cc: Steenbock, John <Steenbock.John@epa.gov>; Gonzalez, Daniel

<Gonzalez.Daniel@epa.gov>; Kanet, Audrey <kanet.audrey@epa.gov>; Burman, Eric

<Burman.Eric@epa.gov>; Ajabi, Laurel <Ajabi.Laurel@epa.gov>; Heckman, Deborah

<Heckman.Deborah@epa.gov>; Radzikowski, Mary Ellen <Radzikowski.Maryellen@epa.gov>

Subject: ORD Business Case Updated per agency guidance

Importance: High

Janet,

Attached is ORD's updated business case with the revised tables, as requested. Please let me know if you have any questions.

Pat Vaughan

Director, Human Resources Division

ORD/Office of Administrative and Research Support

919-541-4912

919-406-4424 (cell)

<https://intranet.ord.epa.gov/oars/home>



Message

From: Helm, Arron [Helm.Arron@epa.gov]
Sent: 7/6/2017 3:33:54 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: FW: Draft V/V Communications
Attachments: image001.png; ATT00001.htm; Final Approved VERA-VSIP Announcement 7-5-17.docx; ATT00002.htm

Is this the final version of the notice that will go out from the RA/AAs to employees?

From: Atkinson, Ryan
Sent: Thursday, July 06, 2017 11:33 AM
To: Helm, Arron <Helm.Arron@epa.gov>
Subject: Fwd: Draft V/V Communications

Sent from my iPhone

Begin forwarded message:

From: "Taylor, Jeremy" <Taylor.Jeremy@epa.gov>
Date: July 6, 2017 at 11:24:54 AM EDT
To: "Atkinson, Ryan" <Atkinson.Ryan@epa.gov>, "Davis, Cathy" <Davis.Cathy@epa.gov>, "Martinson, Alice" <Martinson.Alice@epa.gov>
Subject: FW: Draft V/V Communications

Jeremy A. Taylor
OARM-RTP-HRMD
Director
919-541-0537

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 7/10/2017 3:09:57 PM
To: Snowden, Gregory A [Gregory.Snowden@opm.gov]; Mahoney, Michael J [Mike.Mahoney@opm.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]; Parker, Gary [parker.gary@epa.gov]
Subject: RE: Question about VERA/VSIP Repayment

Reminder. Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Hunt, Loretta
Sent: Wednesday, July 05, 2017 5:07 PM
To: 'Snowden, Gregory A' <Gregory.Snowden@opm.gov>; 'Mahoney, Michael J' <Mike.Mahoney@opm.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Subject: Question about VERA/VSIP Repayment

Gregory,

I received the following question:

If a former Peace Corps/VISTA volunteer separates under VSIP and returns to Peace Corps/VISTA service within less than five years of separating from EPA, are they required to pay back the VSIP to EPA?

I'm inclined to say yes because 5 CFR 576 states:

An executive branch employee who received a Voluntary Separation Incentive Payment as described in subpart A of this part *and accepts any employment for compensation with the Government of the United States* within 5 years after the date of the separation on which the payment is based must repay the entire amount of the Voluntary Separation Incentive Payment to the agency that paid it before the individual's first day of reemployment.

While VISTA/Peace Corps volunteers aren't executive branch employees, VISTA/Peace Corps are Government organizations that pay stipends to volunteers.

Am I correct or incorrect? Thanks for any assistance you can provide.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

Message

From: Kirkland, William [Kirkland.William@epa.gov]
Sent: 7/13/2017 8:27:23 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]; Coomber, Robert [coomber.robert@epa.gov]
Subject: RE: Need documents uploaded to the intranet

We are LIVE!!!! Thank you.

From: Hunt, Loretta
Sent: Thursday, July 13, 2017 4:08 PM
To: Kirkland, William <Kirkland.William@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Daymude, Breton <Daymude.Breton@epa.gov>; Campbell, Ed <Campbell.Ed@epa.gov>
Subject: RE: Need documents uploaded to the intranet

Thanks, looks good.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Kirkland, William
Sent: Thursday, July 13, 2017 4:05 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Daymude, Breton <Daymude.Breton@epa.gov>; Campbell, Ed <Campbell.Ed@epa.gov>
Subject: RE: Need documents uploaded to the intranet

Hello All,

This is what we have for you at this time:

Please review and we can post the Live (Non-compliant) information now. Please let me know. Thank you.

It's going to take some time to make the PDF Loretta wants up 508 compliant.

I put a placeholder (non compliant) PDF up for now, just so she can have her documents up today.

Here is the staging page so she can see:

<http://webdev2.rtpnc.epa.gov/intranet/epahriis/web/policy/buyouts/index.htm>

We will work tomorrow to get a compliant version of the PDF up tomorrow and then I'll just swap the documents out.

From: Hunt, Loretta
Sent: Thursday, July 13, 2017 3:35 PM
To: Kirkland, William <Kirkland.William@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>
Subject: Need documents uploaded to the intranet
Importance: High

Bill,

I need the attached documents to be uploaded to the V/V page. Titles as shown in red below. Thanks.

- VERA Guide (PDF) (20 pp, 337 K)
- VSIP Guide (PDF) (23 pp, 595 K)
- VERA/VSIP FAQs (9 pp , 90 KB)
- OPM VERA
- OPM VSIP
- OPM Reshaping
- OPM Reassignment
- HR Navigator (Registration Required)
- FHR Navigator Webinar (PDF) (29 pp, 1.2 MB)
- Retirement Seminars Schedule (PDF) (2 pp, 124 K)
- VERA VSIP OVERVIEW Video (43 min , 106 MB)
- EPA Business Case
- EPA Targeted Positions

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Bonner, Jerome [Bonner.Jerome@epa.gov]
Sent: 6/29/2017 8:27:04 PM
To: Shepherd, Jackie [Shepherd.Jackie@epa.gov]
CC: Taylor, Jeremy [Taylor.Jeremy@epa.gov]; Engebretson, Lizabeth [Engebretson.Lizabeth@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: RE: FFPS Down time

Jackie

Thanks! It did not appear we should have any issues with processing actions during the anticipated timelines.

Thanks for the quick reply!

Jerome W. Bonner
Environmental Protection Agency
Office of Administration and Resources Management - Cincinnati
Director, Human Resources
Cincinnati Human Resources Shared Service Center
Tel: 513.569.7950
Mobile: Ex. 6 - Personal Privacy

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From: Shepherd, Jackie
Sent: Thursday, June 29, 2017 3:50 PM
To: Bonner, Jerome <Bonner.Jerome@epa.gov>
Cc: Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: RE: FFPS Down time

Hello Mr. B:

Yes, see below and see attached processing schedules. Let me know if you need me to do some outreach to explore extra processing schedules for EPA.

August 10-13, 2017 (the system goes down at 12:00 PM EST on the 10th and these dates include a Saturday and Sunday)
September 4th (holiday)

Jackie Shepherd

Office of Human Resources
Information Technology Division
Phone: 513-569-7815

Cell: Ex. 6 - Personal Privacy

Fax: 513-487-2551

First Wk of Pay Period: 6:30 AM – 4:00 PM daily; off Friday

Second Wk of Pay Period: 6:30 AM – 4:00 PM daily; 6:30 AM -3:00 PM Friday

From: Bonner, Jerome

Sent: Thursday, June 29, 2017 3:41 PM

To: Shepherd, Jackie <Shepherd.Jackie@epa.gov>

Cc: Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>

Subject: FFPS Down time

Hi Jackie

Are there any scheduled FFPS down time "maintenance" during August and September 2017? I believe I have noticed down time around holidays.

I asking due to any potential downtime when processing VERA/VSIP retirement actions?

Thanks

JB

Jerome W. Bonner

Environmental Protection Agency

Office of Administration and Resources Management - Cincinnati

Director, Human Resources

Cincinnati Human Resources Shared Service Center

Tel: 513-569-7950

Mobile: Ex. 6 - Personal Privacy

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Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 5/8/2017 5:16:58 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: RE: call tomorrow

Yes, I answered all of these questions but I guess the ARAs want it straight from our mouths.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Hart, Debbi
Sent: Monday, May 08, 2017 1:07 PM
To: Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: RE: call tomorrow

It's on my calendar from tomorrow from 12-12:30. I think Andrea already posed and received answers to most of these questions from Loretta last week. Wes/Linda should be included.

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Hitchens, Lynnann
Sent: Monday, May 08, 2017 12:10 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: call tomorrow

The Lead Region is pushing to have a call with us TOMORROW for the HROs and ARAs. Andrea may have talked to Loretta. Below is the first cut at questions (in the invite). Can you guys make it? Do I need to add Linda and Wes to this invite?

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Lynnann Hitchens

Acting Director, Office of Resources, Operations and Management

Office of Administration and Resources Management

P: 202-564-3184

M: **Ex. 6 - Personal Privacy**

To: Hart, Debbi[Hart.Debbi@epa.gov]; Willig, Jeanine[willig.jeanine@epa.gov]
From: Parker, Gary
Sent: Mon 5/22/2017 4:45:37 PM
Subject: RE: R9 Inquiry

I will contact her.

Mr. Gary Parker

Branch Chief, Workforce Planning

USEPA/OARM/OHR

(O) 202-564-7421

(M) **Ex. 6 - Personal Privacy**

From: Hart, Debbi
Sent: Monday, May 22, 2017 12:45 PM
To: Parker, Gary <parker.gary@epa.gov>; Willig, Jeanine <willig.jeanine@epa.gov>
Subject: Fwd: R9 Inquiry

Per my v-mail on this topic. Can someone please connect with Vicki? Thanks. Debbi

Sent from my iPhone

Begin forwarded message:

From: "Lane, Vicki" <Lane.Vicki@epa.gov>
Date: May 22, 2017 at 12:30:23 PM EDT
To: "Kuhns, Jason" <Kuhns.Jason@epa.gov>, "Hart, Debbi" <Hart.Debbi@epa.gov>
Cc: "Hunt, Loretta" <Hunt.Loretta@epa.gov>
Subject: R9 Inquiry

Hi Jason,

I'm sorry I missed your call on Friday. I just now picked up the message. I'd like to connect to answer your questions.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Regards, Vicki J. Lane

Human Resources Officer, Region 9

U.S. Environmental Protection Agency

75 Hawthorne Street, Mail Code: EMD-2

San Francisco, CA 94105

Email: lane.vicki@epa.gov

Phone: 415-972-3827

To: Hart, Debbi[Hart.Debbi@epa.gov]
From: Hunt, Loretta
Sent: Mon 5/8/2017 4:20:08 PM
Subject: FW: OARM Draft V/V Business Case Ideas

OGC

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Vizian, Donna
Sent: Friday, May 05, 2017 2:56 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: FW: OARM Draft V/V Business Case Ideas

From: Minoli, Kevin
Sent: Friday, May 05, 2017 1:06 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Cc: Packard, Elise <Packard.Elise@epa.gov>
Subject: Re: OARM Draft V/V Business Case Ideas

Donna and Lynnann- Thank you for sending OARM's draft business case. Below is what we have prepared for OGC. Is this sufficient at this stage or does it need to be more developed along the lines of OARM's?

Thanks, Kevin & Elise

Ex. 5 - Deliberative Process

Kevin S. Minoli
Acting General Counsel
Office of General Counsel
US Environmental Protection Agency
Main Office Line: 202-564-8040

On May 4, 2017, at 9:57 AM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:

Hi Everyone,

I thought it might helpful to share what we have developed. The bold would be the business case themes. The goal would to be find common themes across the agency to write to one business case. If you have any questions, Lynnann Hitchens has been the lead here is OARM.

Best,

Donna

<OARM one page business case 5 4 17.docx>

Message

From: Minoli, Kevin [Minoli.Kevin@epa.gov]
Sent: 6/7/2017 9:33:24 PM
To: Martinez, Gwendolyn [Martinez.Gwendolyn@epa.gov]
CC: Hunt, Loretta [Hunt.Loretta@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Packard, Elise [Packard.Elise@epa.gov]; Lattimore, Kraig [lattimore.kraig@epa.gov]; Lee, Terry [lee.terry@epa.gov]
Subject: Re: OGC VERA/VSIP Business Case -- Due to OARM/OHR Today, June 6, 2017

Hi Folks- Just checking to see if we've been able to send over the final version? Kevin

Kevin S. Minoli
Acting General Counsel
Office of General Counsel
US Environmental Protection Agency
Main Office Line: 202-564-8040

On Jun 7, 2017, at 8:03 AM, Martinez, Gwendolyn <Martinez.Gwendolyn@epa.gov> wrote:

Thank you Loretta.

I will get back to you this morning.

On Jun 6, 2017, at 5:44 PM, Hunt, Loretta <Hunt.Loretta@epa.gov> wrote:

Gwen,

The business case is fine. The budget information on pg. 2 of the business case needs to be completed. Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Martinez, Gwendolyn
Sent: Tuesday, June 06, 2017 5:35 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Minoli, Kevin <Minoli.Kevin@epa.gov>; Packard, Elise <Packard.Elise@epa.gov>; Lattimore, Kraig <lattimore.kraig@epa.gov>; Lee, Terry <lee.terry@epa.gov>
Subject: OGC VERA/VSIP Business Case -- Due to OARM/OHR Today, June 6, 2017
Importance: High

Hello Loretta and Debbi.

Attached are the OGC Senior Management approved VERA/VSIP business case write-up and supporting documentation in support of OGC's targeted positions for retirement, restructuring and/or elimination.

Please let me know if you require additional information or clarification.

Thank you.

Gwen
Gwen Martinez
RMO HR Team Lead
Office of General Counsel
U.S. Environmental Protection Agency
martinez.gwendolyn@epa.gov
202-564-1644 office

Ex. 6 - Personal Privacy

mobile

Message

From: Milton, Laura [Milton.Laura@epa.gov]
Sent: 6/6/2017 6:56:31 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: FW: Freeze of Targeted V/V Positions

Hi Debbie/Loretta, I'm so glad you love getting questions from us! ;) employees, does this mean we should limit our actions to details until V/V selection is complete?

Ex. 5 - Deliberative Process

Laura Milton, PMO
Administrative Management Division
OECA/Office of Administration and Policy
US Environmental Protection Agency
Phone: 202-564-6017
milton.laura@epa.gov

From: Starfield, Lawrence
Sent: Tuesday, June 06, 2017 11:59 AM
To: Milton, Laura <Milton.Laura@epa.gov>
Cc: Layne, Kenda <Layne.Kenda@epa.gov>; Badalamente, Mark <Badalamente.Mark@epa.gov>; Miles, Erin <Miles.Erin@epa.gov>
Subject: FW: Freeze of Targeted V/V Positions

FYI. Please share, as appropriate.

From: Vizian, Donna
Sent: Tuesday, June 06, 2017 10:39 AM
To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>; ARA <ARA@epa.gov>; DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: Freeze of Targeted V/V Positions

OPM's VERA guidance requires that VERA eligible employees serve in a position for a minimum time specified by OPM (usually 30 days prior to the date of the agency request). Given the current schedule for submitting our V/V business case later this month, please be aware that movement in and out of all targeted positions through reassignments, reorganizations, etc. must cease effective immediately. The prohibition on movement in and out of targeted positions extends to VSIP targeted positions too.

Message

From: Lane, Vicki [Lane.Vicki@epa.gov]
Sent: 5/22/2017 4:30:23 PM
To: Kuhns, Jason [Kuhns.Jason@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]
CC: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: R9 Inquiry

Hi Jason,

I'm sorry I missed your call on Friday. I just now picked up the message.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Regards, Vicki J. Lane
Human Resources Officer, Region 9
U.S. Environmental Protection Agency
75 Hawthorne Street, Mail Code: EMD-2
San Francisco, CA 94105
Email: lane.vicki@epa.gov
Phone: 415-972-3827

To: Minoli, Kevin[Minoli.Kevin@epa.gov]; Vizian, Donna[Vizian.Donna@epa.gov]
Cc: Packard, Elise[Packard.Elise@epa.gov]; Hart, Debbie[Hart.Debbi@epa.gov]
From: Hitchens, Lynnann
Sent: Mon 5/8/2017 3:54:31 PM
Subject: RE: OARM Draft V/V Business Case Ideas

Kevin –

I'm cc'ing Debbi Hart on this.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Lynnann Hitchens

Acting Director, Office of Resources, Operations and Management

Office of Administration and Resources Management

P: 202-564-3184

M: **Ex. 6 - Personal Privacy**

From: Minoli, Kevin
Sent: Monday, May 08, 2017 10:59 AM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Cc: Packard, Elise <Packard.Elise@epa.gov>
Subject: Re: OARM Draft V/V Business Case Ideas

Hi Donna and Lynnann- I wanted to check back in on this in case you need us to make any changes. Thanks, Kevin

Kevin S. Minoli
Acting General Counsel
Office of General Counsel
US Environmental Protection Agency
Main Office Line: 202-564-8040

On May 5, 2017, at 1:06 PM, Minoli, Kevin <Minoli.Kevin@epa.gov> wrote:

Donna and Lynnann- Thank you for sending OARM's draft business case. Below is what

we have prepared for OGC. Is this sufficient at this stage or does it need to be more developed along the lines of OARM's?

Thanks, Kevin & Elise

Ex. 5 - Deliberative Process

Kevin S. Minoli
Acting General Counsel
Office of General Counsel
US Environmental Protection Agency
Main Office Line: 202-564-8040

On May 4, 2017, at 9:57 AM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:

Hi Everyone,

I thought it might helpful to share what we have developed. The bold would be the business case themes. The goal would to be find common themes across the agency to write to one business case. If you have any questions, Lynnnann Hitchens has been the

lead here is OARM.

Best,

Donna

<OARM one page business case 5 4 17.docx>

To: Monroe, Scott[Monroe.Scott@epa.gov]
Cc: Schulman, Marvin[Schulman.Marvin@epa.gov]; Parker, Gary[parker.gary@epa.gov]
From: Hunt, Loretta
Sent: Tue 5/30/2017 4:20:49 PM
Subject: FW: OAR's VERA/VSIP proposal
OAR Targeted Positions Template from OHR).xlsx
OAR V-V Business Case Checklist May 24.docx

Scott,

A minor concern about OAR's submission:

Ex. 5 - Deliberative Process

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Monroe, Scott
Sent: Wednesday, May 24, 2017 4:13 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Shaw, Betsy <Shaw.Betsy@epa.gov>; Kutzke, Julie <Kutzke.Julie@epa.gov>; Monroe, Scott <Monroe.Scott@epa.gov>
Subject: OAR's VERA/VSIP proposal

Hi Debbi,

Please find attached documents constituting OAR's VERA/VSIP proposal, as requested by Acting Assistant Administrator Donna Vizian on April 17.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Please contact me or Julie Kutzke (564-2989) with questions or if you need further information.

Scott Monroe

Program Management Official

Office of Air and Radiation

Mail Code 6101A

Clinton North Room 5435A

tel: 202-564-1271

fax: 202-501-0600

To: Graf, Kate[Graf.Kate@epa.gov]
Cc: Schulman, Marvin[Schulman.Marvin@epa.gov]; Parker, Gary[parker.gary@epa.gov]
From: Hunt, Loretta
Sent: Tue 5/30/2017 3:58:30 PM
Subject: FW: OCSPP Business Case - REVISED
[OCSPP Org Chart 5-24.17.pptx](#)
[OPP Org Chart 5-23-2017.pptx](#)
[Proposed OPP Org Chart 5-23-2017.pptx](#)
[OCSPP Draft V-V Business Case.REVISED 5.25.17 clean.docx](#)
[OCSPP Draft V-V Business Case.REVISED 5.25.17 track changes.docx](#)
[OCSPP Targeted Positions Template.revised on 5.25.17.xlsx](#)

Kate,

We have a few comments on OCSPP's submission.

Ex. 5 - Deliberative Process

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Graf, Kate
Sent: Thursday, May 25, 2017 9:36 AM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Cleland-Hamnett, Wendy <Cleland-Hamnett.Wendy@epa.gov>; Wise, Louise <Wise.Louise@epa.gov>; Morales, Oscar <Morales.Oscar@epa.gov>; Berkley, Bruce <Berkley.Bruce@epa.gov>
Subject: FW: OCSPP Business Case - REVISED
Importance: High

Debbi and Loretta,

We had a miscommunication internally and had to fix a couple of things this morning. I've included a revised excel sheet and a revised business case. I've also put on here a track changes version in case you have already begun to work on what I sent in last night.

Thanks,

Kate

From: Graf, Kate
Sent: Wednesday, May 24, 2017 5:40 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Wise, Louise <Wise.Louise@epa.gov>; Cleland-Hamnett, Wendy <Cleland-Hamnett.Wendy@epa.gov>; Morales, Oscar <Morales.Oscar@epa.gov>; Berkley, Bruce <Berkley.Bruce@epa.gov>
Subject: OCSPP Business Case

Hi Debbi and Loretta,

Attached is our 2 page business case, spreadsheet and org charts.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Please let me know if you have any questions.

Kate

Kate Graf

PMO

Office of Chemical Safety and Pollution Prevention

202/564-0193

Message

From: Vaughan, Pat [Vaughan.Pat@epa.gov]
Sent: 7/26/2017 9:10:36 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]
Subject: RE: Question on VERA/VSIP

When/if you hear anything, let me know, as I've been told they want this ASAP (as in tomorrow).

Pat Vaughan
Director, Human Resources Division
ORD/Office of Administrative and Research Support
919-541-4912

Ex. 6 - Personal Privacy (cell)

<https://intranet.ord.epa.gov/oars/home>

From: Hunt, Loretta
Sent: Wednesday, July 26, 2017 5:04 PM
To: Vaughan, Pat <Vaughan.Pat@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: Question on VERA/VSIP

Pat,

I don't know anything about this and have reached out to the SSCs to see if they know anything.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Vaughan, Pat
Sent: Wednesday, July 26, 2017 4:52 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: Question on VERA/VSIP

Ex. 5 - Deliberative Process

Pat Vaughan
Director, Human Resources Division
ORD/Office of Administrative and Research Support
919-541-4912

Ex. 6 - Personal Privacy (cell)

<https://intranet.ord.epa.gov/oars/home>

Message

From: Torrez, Alfredo [Torrez.Alfredo@epa.gov]
Sent: 6/22/2017 12:29:58 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]
CC: Stevens, Robert [Stevens.Robert@epa.gov]
Subject: V/V Question

Good morning,

Question for you regarding V/V. Does the V/V process affect an employee on detail? If so, how? We have at least one employee on detail who is interested in taking an early out/buyout. Are there any other considerations for employees temporarily out of their position of record?

Thanks,

Alfredo Torrez, Associate Director and
OW Program Management Official
Management and Operations Staff
Office of Water, Office of the Assistant Administrator
U.S. Environmental Protection Agency
Room 3311C WJC East (4101M)
Phone: (202) 564-6621 Mobile: Ex. 6 - Personal Privacy
Fax: (202) 564-0500
Email: torrez.alfredo@epa.gov

Please consider the environment before printing this email.

Information contained in this message may be subject to the Privacy Act (5USC 552a) and should be treated accordingly. The information transmitted is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged information. Any review, re-transmission, dissemination or other use of, or taking of any action in reliance upon, this information by persons or entities other than the intended recipient is prohibited. If you receive this in error, please contact the sender and delete the material from any computer.

Message

From: Parker, Gary [parker.gary@epa.gov]
Sent: 5/30/2017 3:57:07 PM
To: Vizian, Donna [Vizian.Donna@epa.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: 20170530 VERA VSIP For Agency.xlsx
Attachments: 20170530 VERA VSIP For Agency.xlsx

Donna,

Attached are updated numbers. Ruth in OCFO provided numbers to me over the phone due to the final sheet still in with David Blum and not released. Still waiting for R6 to tell us which appropriations are impacted by the 10.5 max offer increase they submitted.

R,
Gary

To: Hitchens, Lynnann[hitchens.lynnann@epa.gov]
Cc: Hart, Debbi[Hart.Debbi@epa.gov]; Hunt, Loretta[Hunt.Loretta@epa.gov]
From: Westenberger, Andrea
Sent: Fri 5/12/2017 6:15:49 PM
Subject: RE: Question about internal merit promotion and safe positions

Will do. I sent to yesterday DARAs but not HROs.

Thanks,

Andrea

Andrea Westenberger

Lead Region Coordinator for OCFO & OARM

Regional Planner | Strategic Planning | EPA Region 10

1200 Sixth Avenue, OMP 21-I01

Seattle, WA 98101

(206) 553-6111 (office)

(206) 719-9154 (cell)

westenberger.andrea@epa.gov

From: Hitchens, Lynnann
Sent: Friday, May 12, 2017 5:52 AM
To: Westenberger, Andrea <Westenberger.Andrea@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: FW: Question about internal merit promotion and safe positions

Andrea – you may want to distribute this to the HROs, in case the ARAs don't forward it on.
Thanks!

Lynnann Hitchens

Acting Director, Office of Resources, Operations and Management

Office of Administration and Resources Management

P: 202-564-3184

M: 202-617-0738

From: Showman, John

Sent: Thursday, May 11, 2017 5:25 PM

To: ARA <ARA@epa.gov>

Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>

Subject: Question about internal merit promotion and safe positions

At the ARA call earlier this week, there was a question if vacated “safe positions” could be competed.

OPM’s revised VSIP template addresses safe positions (attached, pg. 2, first paragraph):

The agency’s targeted population chart, “. . . may include additional categories of employees beyond those whose positions are directly targeted for elimination/restructuring (i.e., positions that are not the main focus for reduction/restructuring/elimination, but which are included in the VSIP offering only to the extent that they may provide a placement for an employee whose position will be reduced/restructured/eliminated.)

The “safe position” option assumes the employees who remain would meet the qualifications for the “safe” positions. “Safe positions” do not have to be restructured if vacated. OPM recognizes that VERA and VSIP are voluntary attrition authorities and

that not every employee in a targeted position is able/wants to retire and/or resign. As with other federal workforce restructuring authorities (e.g., RIF), the agency has the ability to reassign employees to minimize the impact of its restructuring efforts.

The use of MP procedures would negate the purpose of designating a “safe position” since: the agency would be unable to limit the area of consideration to just employees whose positions were targeted for restructuring/elimination; and management has the right to select or not select from a group of certified eligibles. Also, it could be perceived V-V is being used to move people out in order to promote others.

Please let Debbi, Loretta or me know if you have further questions. Thanks.

John L Showman III, Acting Principal Deputy Assistant Administrator

Office of Administration and Resources Management

US Environmental Protection Agency

202-564-5341

From: Sanders, Amy

Sent: Tuesday, May 09, 2017 1:30 PM

To: Hunt, Loretta <Hunt.Loretta@epa.gov>

Cc: Lindsay, Nancy <Lindsay.Nancy@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>; Showman, John <Showman.John@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Breneman, Sara <breneman.sara@epa.gov>

Subject: Question about internal merit promotion and safe positions

Loretta,

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Thanks,

Amy Sanders

Acting, Assistant Regional Administrator

U.S. EPA, Region 5

Resources Management Division

77 W Jackson Blvd

Chicago, IL 60604

Email: sanders.amy@epa.gov

Office: (312) 353-9196

Office Fax: (312) 353-1517

Message

From: Allen, Reginald [Allen.Reginald@epa.gov]
Sent: 5/5/2017 9:09:55 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
CC: Reeder, John [Reeder.John@epa.gov]; Vizian, Donna [Vizian.Donna@epa.gov]; Lesperance, Twanna [Lesperance.Twanna@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: RE: EPA Workforce Reshaping Information
Attachments: AO Reshaping Proposal-Final.docx

Please find attached AO's Workforce Reshaping Proposal – one pager.

Best
Reggie

*Reginald E. Allen, SES
Assistant Deputy Chief of Staff
U.S. Environmental Protection Agency
Office 202-564-0444
Direct 202-564-1029
Cell 202-306-2879*

From: Reeder, John
Sent: Monday, April 17, 2017 8:37 PM
To: Allen, Reginald <Allen.Reginald@epa.gov>; Lesperance, Twanna <Lesperance.Twanna@epa.gov>; Cuscino, Glen <Cuscino.Glen@epa.gov>
Subject: Fwd: EPA Workforce Reshaping Information

Let's discuss tomorrow. Thank you.

Sent from my iPhone

Begin forwarded message:

From: "Vizian, Donna" <Vizian.Donna@epa.gov>
To: "2017HQfirstassistants" <2017HQfirstassistants@epa.gov>, "2017Regionfirstassistants" <2017Regionfirstassistants@epa.gov>
Cc: "DAA-Career" <DAACareer@epa.gov>, "DRA" <DRA@epa.gov>, "ARA" <ARA@epa.gov>, "Gray, Linda" <gray.linda@epa.gov>, "Hart, Debbi" <Hart.Debbi@epa.gov>
Subject: EPA Workforce Reshaping Information

Hi Everyone,

Following up on Mike's message, attached is the material to guide you through your workforce reshaping submission which should focus on your current organizational structure and achieving efficiencies. As we agreed, the first step will be for each NPM to work with the lead region to draft a proposal for their programs where appropriate. The submission should be no more than one page and sent to Debbi Hart with a copy to me by May 5th. OARM will compile this information and schedule a meeting for us to discuss. This does not prohibit a reshaping that is specific to your office.

The attached VERA/VSIP materials is intended to guide your submission of a brief, office-specific business case and a spreadsheet of your targeted positions. Remember that this time around we are looking to compiling all office-specific information into one agency-level business case. Specifically you

must review the **VERA/VSIP Checklist** and follow the instructions there to complete your office's 2-page business case. You must also populate the **Targeted Positions Template** Excel file for your office (this spreadsheet is pre-populated with VERA/VSIP eligibility data for your office). The other attached files provide you with VERA/VSIP background information and guidance as you prepare your submittals (see listing and explanation below).

Your office submittals will be compiled into one, agency-level VERA/VSIP proposal that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, **no later than May 24, 2017.**

1. Two-page summary of your business case (following the detailed instructions in the VERA/VSIP Business Case Checklist attached)
2. Completed Targeted Positions Template for your office (Excel file attached)
3. Current and proposed post VERA/VSIP organization chart for your office

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606. Please have your staff contact Debbi Hart or Loretta Hunt.

Best,
Donna

List of Attachments

1. V-V Business Case Checklist – Follow checklist to complete your two-page business case.
2. Targeted Positions Template – Pre-populated with your office's V/V eligibility numbers; complete for your office Targeted Positions (columns F-S).
3. VERA/VSIP Overview PowerPoint – review for a quick refresh on V/V authorities and a description of this year's submittal process.
4. Guiding Questions – suggestions for workforce reshaping drivers, skill set needs and other items to consider as you develop your business case.
5. Example Theme and Justifications – an example theme focused on reducing the number of nonsupervisory, high-graded (i.e., GS 13, 14 and 15) positions and a listing of past V/V justifications.
6. VERA and VSIP Guides from OPM – provide additional details on the two authorities.

Message

From: Kuhns, Jason [Kuhns.Jason@epa.gov]
Sent: 4/19/2017 1:13:20 PM
To: Shanahan, Katherine [Shanahan.Katherine@epa.gov]
CC: Parker, Gary [parker.gary@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]
Subject: RE: EPA Workforce Reshaping Information
Attachments: V.V eligibility guidelines.xlsx

Kathie,

Response to your questions:

- 1) The data was pulled on 4/5/17, so there is potential for changes since then.
- 2) The retirement eligibility and VERA eligibility are based on 4/30/17. I was unsure when this information was going to be used so I looked at a date in the near future.
- 3) The VSIP eligibility guidelines are attached, these come from OPM's website: <https://www.opm.gov/policy-data-oversight/workforce-restructuring/voluntary-separation-incentive-payments/>.
- 4) The early retirement information is based on an Early Out date generated in the system. This indicates when an employee reaches the 50/20 or 25 years at any age. And it bases the years of service on the Date Service Comp Retire.

Thanks,

Jason Kuhns

U.S. Environmental Protection Agency
Office of Human Resources
202-564-3236
kuhns.jason@epa.gov

From: Hart, Debbi
Sent: Tuesday, April 18, 2017 5:07 PM
To: Kuhns, Jason <Kuhns.Jason@epa.gov>; Shanahan, Katherine <Shanahan.Katherine@epa.gov>
Cc: Parker, Gary <parker.gary@epa.gov>
Subject: FW: EPA Workforce Reshaping Information

Hey Kathie-

Nice to hear from you. Jason should be able to answer your questions. Look forward to connecting at some point! Hang tough. Debbi

From: Shanahan, Katherine
Sent: Tuesday, April 18, 2017 4:23 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: EPA Workforce Reshaping Information

Hi Debbi –

Hope you are surviving. Things are intense everywhere I am sure. My ARA has shared with me the data from Donna's message and I was on the ARA call. As I think you probably suspect, I had already run data for myself using all of the different retirement eligibilities. In addition to the reports supplied to us yesterday, we looked at the dashboard numbers last week of retirement eligible and it appears to me that data included those with the 50/20 eligibility but not 25years at any age. Not sure if you also generated that info but if so, am I correct and was there any particular reason the 25 years at any age was excluded?

As the raw data for our region is either locked or hidden, we cannot look at it to see why our numbers differ from yours. Something just seems off between your data and what I have already pulled and analyzed for my region.

Would you be able to answer the questions below or direct me to whoever ran the data on your staff so we could discuss it?

- 1) What payperiod the data was pulled;
- 2) Table Tab – Colum C – What date was used to determine Retirement Eligible? Is someone considered eligible by September 30, 2017, or was it done by eligible the date the data was pulled? Same question for Column D – VERA.
- 3) Table Tab – Column E – “VSIP” How was the VISP # generated?

Thanks so much for taking the time to answer my questions. Hope to talk soon

Kathie

Message

From: Vizian, Donna [Vizian.Donna@epa.gov]
Sent: 5/5/2017 8:54:59 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: Fwd: R9 VERA/VSIP Themes
Attachments: R9 VERA-VSIP FY17 Draft 5-4-17.docx; ATT00001.htm

Begin forwarded message:

From: "Strauss, Alexis" <Strauss.Alexis@epa.gov>
Date: May 5, 2017 at 3:58:55 PM EDT
To: "Vizian, Donna" <Vizian.Donna@epa.gov>
Cc: "Showman, John" <Showman.John@epa.gov>, "Jordan, Deborah" <Jordan.Deborah@epa.gov>, "McIlwain, Serena" <McIlwain.Serena@epa.gov>
Subject: R9 VERA/VSIP Themes

Look forward to refining this further with OARM's input. Wishing you both a good weekend,
Alexis

Alexis Strauss
Acting Regional Administrator
E.P.A. Region 9
75 Hawthorne Street
San Francisco, CA 94105
415-972-3572

Message

From: Chang, Ming [Chang.Ming@epa.gov]
Sent: 4/18/2017 6:57:29 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: Fwd: Memo from the Acting Deputy Administrator: Reforming the Federal Government and Reducing the Workforce
Attachments: Reforming the Federal Government.Flynn.4.17.17.pdf; ATT00001.htm

Sp now you guys have 6 mos to put a VERA/VSIP in place?! OMG.

Subject: Memo from the Acting Deputy Administrator: Reforming the Federal Government and Reducing the Workforce

Please see the attached memorandum from the Acting Deputy Administrator about Reforming the Federal Government and Reducing the Workforce.

Message

From: Lane, Vicki [Lane.Vicki@epa.gov]
Sent: 6/22/2017 12:51:45 AM
To: Hart, Debbi [Hart.Debbi@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]; Kuhns, Jason [Kuhns.Jason@epa.gov]; Parker, Gary [parker.gary@epa.gov]
Subject: R9's Updated VERA/VSIP Package
Attachments: R9 FY17 VERA-VSIP Reorg Charts.pdf; Region 9 Targeted Positions Rev 6-21-17.xlsx; R9 V-V Business Case Rev 6-21-17.docx; Region 9 OCFO Theme Chart Rev 6-21-17.xlsx

Hi Debbi,

Thanks again for allowing us to make this change. Attached is our complete package.

Regards, Vicki J. Lane

Human Resources Officer, Region 9

U.S. Environmental Protection Agency

75 Hawthorne Street, Mail Code: EMD-2

San Francisco, CA 94105

Email: lane.vicki@epa.gov

Phone: 415-972-3827

Message

From: Kuhns, Jason [Kuhns.Jason@epa.gov]
Sent: 4/7/2017 5:53:35 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
CC: Parker, Gary [parker.gary@epa.gov]
Subject: RE: Workforce Documents
Attachments: Templatedraft 4.7.17.xlsx

This isn't working well, there are too many variables for one template. I made an overview sheet and a sheet for a deeper dive. Just don't know this will be easily filled out and provide all we need.

Thanks,

Jason Kuhns
U.S. Environmental Protection Agency
Office of Human Resources
202-564-3236
kuhns.jason@epa.gov

From: Hart, Debbi
Sent: Friday, April 07, 2017 11:30 AM
To: Kuhns, Jason <Kuhns.Jason@epa.gov>
Cc: Parker, Gary <parker.gary@epa.gov>
Subject: RE: Workforce Documents

Found it—that was quicker than I thought!

From: Hart, Debbi
Sent: Friday, April 07, 2017 11:23 AM
To: Kuhns, Jason <kuhns.jason@epa.gov>
Cc: Parker, Gary <parker.gary@epa.gov>
Subject: FW: Workforce Documents

Gonna have to dig for the R4 example so I'm sending this now... Stay tuned for the last piece. Thank you. D

From: Hunt, Loretta
Sent: Thursday, April 06, 2017 7:02 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: Workforce Documents

Debbi,

I've attached R7 and OCFO's plans for possible template consideration.

Also, the old USGS V/V guide has a spreadsheet template on pg. 18. I don't like how it looks but I do like the additional information it requests.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources

U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Program/Regional Office Name

Targeted Positions	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)
Occupation Series - Occupation Name 1			
Occupation Series - Occupation Name 2			
Occupation Series - Occupation Name 3			
Occupation Series - Occupation Name 4			
Occupation Series - Occupation Name 5			
Occupation Series - Occupation Name 6			
Occupation Series - Occupation Name 7			
Occupation Series - Occupation Name 8			
Occupation Series - Occupation Name 9			
Occupation Series - Occupation Name 10			
Total			

OARM	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP Eligible
ATLANTA, GEORGIA	2	2		2
1801-General Inspection, Investigation, and Compliance	1	1		1
905-General Attorney	1	1		1
BOSTON, MASSACHUSETTS	1			1
343-Management and Program Analysis	1			1
CHICAGO, ILLINOIS	1			1
905-General Attorney	1			1
CINCINNATI, OHIO	68	9	21	65
1102-Contracting	2			1
1301-General Physical Science	1		1	1
1410-Librarian	1			1
1654-Printing Services	1	1		1
18-Safety and Occupational Health Management	2		2	2
2010-Inventory Management	1			1
201-Human Resources Management	29	4	10	28
203-Human Resources Assistance	2			2
2210-Information Technology Management	6		2	5
318-Secretary	2	1		2
340-Program Management	1			1
343-Management and Program Analysis	12	3	3	12
391-Telecommunications	2		1	2
801-General Engineering	4		1	4
80-Security Administration	1			1
830-Mechanical Engineering	1		1	1
DURHAM, NORTH CAROLINA	131	11	19	111
1102-Contracting	33	4	8	31
1301-General Physical Science	1			
1640-Facility Operations Services	6		1	5
18-Safety and Occupational Health Management	1			1
2010-Inventory Management	1			
201-Human Resources Management	55	3	6	44
203-Human Resources Assistance	5			4
2210-Information Technology Management	10	1	3	8
2299-Information Technology Student Trainee	1			
301-Miscellaneous Administration and Program	2			2
340-Program Management	3			3
341-Administrative Officer	1			1
343-Management and Program Analysis	2	1	1	2
511-Auditing	1	1		1
801-General Engineering	1	1		1
80-Security Administration	1			1
830-Mechanical Engineering	4			4
850-Electrical Engineering	2			2

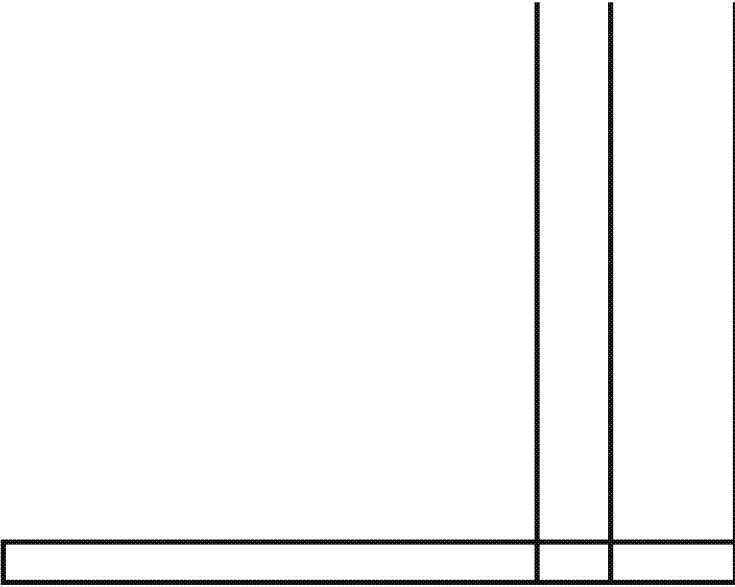
[illegible]

899-Engineering and Architecture Student Trainee	1			1
LAS VEGAS, NEVADA	21	2	5	18
201-Human Resources Management	18	2	5	15
203-Human Resources Assistance	2			2
318-Secretary	1			1
MOREHEAD CITY, NORTH CARO	1		1	1
201-Human Resources Management	1		1	1
NEW BERN, NORTH CAROLINA	1			1
201-Human Resources Management	1			1
NORWOOD, OHIO	37	4	6	34
1102-Contracting	36	3	6	33
301-Miscellaneous Administration and Program	1	1		1
PHILADELPHIA, PENNSYLVANI	1			1
905-General Attorney	1			1
SAN FRANCISCO, CALIFORNIA	1			1
343-Management and Program Analysis	1			1
WASHINGTON, DC	433	93	112	407
1001-General Arts and Information	1		1	1
1102-Contracting	96	19	24	90
1103-Industrial Property Management	1			1
1106-Procurement Clerical and Technician	1	1		1
1109-Grants Management	22	6	5	22
1170-Realty	1			1
1640-Facility Operations Services	2		2	2
1654-Printing Services	1			1
1712-Training Instruction	1			1
1750-Instructional Systems	2			1
1801-General Inspection, Investigation, and Compliance	2		1	2
18-Safety and Occupational Health Management	3		1	3
201-Human Resources Management	37	11	8	34
203-Human Resources Assistance	2	1	1	2
2101-Transportation Specialist	1			
2210-Information Technology Management	25	1	9	25
28-Environmental Protection Specialist	1			1
301-Miscellaneous Administration and Program	21	7	7	20
303-Miscellaneous Clerk and Assistant	2	2		2
306-Government Information Specialist	3	2	1	3
318-Secretary	2	1	1	2
326-Office Automation Clerical and Assistance	2	1		2
340-Program Management	7	2	2	7
341-Administrative Officer	2		1	2
342-Support Services Administration	11	6	3	11
343-Management and Program Analysis	106	21	24	99
344-Management and Program Clerical and Assistance	1			1
351-Printing Clerical	1		1	1
391-Telecommunications	1	1		1
510-Accounting	4	1	1	4

2

2

511-Auditing	5	2	2	5
690-Industrial Hygiene	1	1		1
801-General Engineering	1			1
804-Fire Protection Engineering	2		1	1
808-Architecture	5	2		4
80-Security Administration	18	2	4	17
810-Civil Engineering	1	1		1
819-Environmental Engineering	1			1
830-Mechanical Engineering	4		1	3
850-Electrical Engineering	1			1
905-General Attorney	26	2	7	23
935-Administrative Law Judge	3		2	3
950-Paralegal Specialist	1		1	1
#N/A	2		1	2
OARM	698	121	164	643



Message

From: Monroe, Scott [Monroe.Scott@epa.gov]
Sent: 6/6/2017 12:21:46 PM
To: Schulman, Marvin [Schulman.Marvin@epa.gov]; Kutzke, Julie [Kutzke.Julie@epa.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]; Parker, Gary [parker.gary@epa.gov]; McNeal, Detha [McNeal.Detha@epa.gov]; Kuhns, Jason [Kuhns.Jason@epa.gov]; Willig, Jeanine [willig.jeanine@epa.gov]
Subject: RE: OAR's VERA/VSIP proposal
Attachments: OAR V-V Business Case Checklist Jun 5.docx

Hi Marvin,

OK, I am sending back to all of you OAR's proposal with the amended budget information. We have not attributed the costs in Table A to Table B because those costs would be paid out in FY17. The only "savings" that apply in FYs 18 & 19 are the avoided salary & WCF, minus the cost of new entrants to OAR. We used enacted FY17 payroll as the starting point for FYs 18 & 19 in Table B because we saw no other available basis to estimate payroll for those years.

Scott Monroe
Program Management Official
Office of Air and Radiation
Mail Code 6101A
Clinton North Room 5435A
tel: 202-564-1271
fax: 202-501-0600

From: Schulman, Marvin
Sent: Monday, June 05, 2017 6:44 PM
To: Monroe, Scott <Monroe.Scott@epa.gov>; Kutzke, Julie <Kutzke.Julie@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Parker, Gary <parker.gary@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>; Willig, Jeanine <willig.jeanine@epa.gov>
Subject: RE: OAR's VERA/VSIP proposal

Hi Scott –

Thanks for the email.

The reason for asking for lines B and C has to do with how it impacts the total on line D

With Table A info

Without Table A Info

Ex. 5 - Deliberative Process

As you can see it impacts F here, and as a result, it would also impact the total in J

As to what/how are others using to estimate FY18 and FY18 budget figures, I could tell you what I've seen, but I couldn't tell you if those were the correct approaches to making those estimates – and would suggest you reach out to your senior budget person

Unfortunately, I can't speak to your questions about *why* we are asking for the budgetary numbers we are (I wasn't privy to any of those discussions) except to say that I think we're trying to show the reductions/ savings in FY17 compared to our budget projections otherwise*

**That being said, allow me to paraphrase DeForrest Kelly from Star Trek: "Dammit, Spock, I'm an HR Specialist, not an Accountant!"*

Will look forward to OAR's submission...we're really getting down to the wire here.

THANKS!

Marvin

From: Monroe, Scott
Sent: Monday, June 05, 2017 5:39 PM
To: Schulman, Marvin <Schulman.Marvin@epa.gov>
Cc: Kutzke, Julie <Kutzke.Julie@epa.gov>
Subject: RE: OAR's VERA/VSIP proposal

Hi Marv,

Please take a look at this and tell us if it matches your expectations. Line D should be what you were looking for, but we weren't sure why you're asking for lines B and C when the payouts will occur in FY17. Also, what are others using to estimate FY18 & 19 payroll? We used FY17 because there's no other basis available to us. I suppose OARM could have directed everyone to assume a certain reduction from FY17 across the board?

I will send the revised file to all if you're OK with this.

Scott

Budget Information

Basic assumptions for calculations (e.g., hourly rate based on average grade and step) should be captured in footnotes or otherwise explained in the business case.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

From: Schulman, Marvin
Sent: Monday, June 05, 2017 5:03 PM
To: Monroe, Scott <Monroe.Scott@epa.gov>; Kutzke, Julie <Kutzke.Julie@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>
Subject: RE: OAR's VERA/VSIP proposal

Scott, Julie –

Following up on Scott's email from last week (see below) regarding need for revised budget numbers.

We're getting down to the wire...hope we can expect to see something from oyu soon.

THANKS!

Marvin

From: Monroe, Scott
Sent: Wednesday, May 31, 2017 4:36 PM
To: Schulman, Marvin <Schulman.Marvin@epa.gov>
Cc: Kutzke, Julie <Kutzke.Julie@epa.gov>
Subject: RE: OAR's VERA/VSIP proposal

Hi Marvin,

Yes, thanks, I understand what you mean. We didn't think OHR meant for us to provide total payroll and WCF for the OAR workforce. We weren't thinking at all about total payroll. (We didn't provide that point of comparison in our 2014 proposal.) Out of curiosity, is that something OCFO asked for?

Our budget lead is out until next week, I'm afraid. We'll try to get this to you ASAP.

Scott

From: Schulman, Marvin

Sent: Tuesday, May 30, 2017 6:42 PM

To: Monroe, Scott <Monroe.Scott@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>

Cc: Parker, Gary <parker.gary@epa.gov>; Kutzke, Julie <Kutzke.Julie@epa.gov>

Subject: RE: OAR's VERA/VSIP proposal

Hey Scott – let me try...

The payroll costs shown in D are zero.

If you took your current payroll costs and subtracted the payroll costs for the projected V/V positions, the remaining salary costs (equal to your remaining workforce should equal D

Similarly, if you took for current WCF costs in G, and subtracted the WCF costs for the employees who take the buyout, the remaining WCF costs would equal H.

So then $G - H$ (the WCF costs for V/V projected separations) + I (to account for the WCF funds for your new hires which you are adding back in) should equal J

...Does that help?

Loretta – if I missed something, please chime in – thanks!

Marvin

From: Monroe, Scott

Sent: Tuesday, May 30, 2017 5:13 PM

To: Hunt, Loretta <Hunt.Loretta@epa.gov>

Cc: Schulman, Marvin <Schulman.Marvin@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Kutzke, Julie <Kutzke.Julie@epa.gov>

Subject: RE: OAR's VERA/VSIP proposal

Hi Loretta,

The budget numbers we offered reflected savings from all 20 taking the buyout, minus the cost of backfilling 5 of the 20. We thought that would appropriately reflect the cost savings, is that not the case?

Scott

From: Hunt, Loretta

Sent: Tuesday, May 30, 2017 12:21 PM

To: Monroe, Scott <Monroe.Scott@epa.gov>

Cc: Schulman, Marvin <Schulman.Marvin@epa.gov>; Parker, Gary <parker.gary@epa.gov>

Subject: FW: OAR's VERA/VSIP proposal

Importance: High

Scott,

A minor concern about OAR's submission:

- In re: to the budget chart (rows D & H), comparing it to the targeted population chart, you have identified some positions that would be eliminated if vacated. So, on the budget chart, there would be potential savings for salary, benefits and WCF for FY18 and FY19.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Monroe, Scott
Sent: Wednesday, May 24, 2017 4:13 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Shaw, Betsy <Shaw.Betsy@epa.gov>; Kutzke, Julie <Kutzke.Julie@epa.gov>; Monroe, Scott <Monroe.Scott@epa.gov>
Subject: OAR's VERA/VSIP proposal

Hi Debbi,

Please find attached documents constituting OAR's VERA/VSIP proposal, as requested by Acting Assistant Administrator Donna Vizian on April 17. We are not sending organization charts as explained in the proposal. Please contact me or Julie Kutzke (564-2989) with questions or if you need further information.

Scott Monroe
Program Management Official
Office of Air and Radiation
Mail Code 6101A
Clinton North Room 5435A
tel: 202-564-1271
fax: 202-501-0600

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 5/11/2017 9:52:56 PM
To: Torrez, Alfredo [Torrez.Alfredo@epa.gov]; Erickson, Amber [Erickson.Amber@epa.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: Workforce budget
Attachments: EPA VERA-VSIP for OW 10-3-14 pt1of2.pdf; EPA VERA-VSIP for OW 10-3-14 pt2of2.pdf

Alfredo,

Unfortunately, I'm not a budget SME. However, I do have a copy of OW's last V-V request with budget projections. I believe the cost factors are the same/similar except orgs don't have to show budget neutrality this time.

Hope this helps.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 6/2/2017 5:11:18 PM
To: Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Lemley, Lauren [Lemley.Lauren@epa.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]; Parker, Gary [parker.gary@epa.gov]
Subject: OARM V/V Business Case
Attachments: OARM business case 6-2-17 lh.docx

Importance: High

Please see my comments in the attached document and revise accordingly. Also, has OARM provided budget information? If you have any questions, please contact me.

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 3/28/2017 2:02:40 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: Fw: Workforce Reshaping VERA VSIP March 2017.docx
Attachments: Workforce Reshaping VERA VSIP March 2017.docx

Donna would like us to define VERA and VSIP eligibility under the heading "Current Retirement Eligibility..."
Can you assist? Will call to clarify.

From: Cooper, Marian
Sent: Tuesday, March 28, 2017 9:40 AM
To: Hart, Debbi
Subject: Workforce Reshaping VERA VSIP March 2017.docx

Message

From: Radzikowski, Mary Ellen [Radzikowski.Maryellen@epa.gov]
Sent: 5/5/2017 6:26:43 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
CC: Vizian, Donna [Vizian.Donna@epa.gov]; Kavlock, Robert [Kavlock.Robert@epa.gov]; Robbins, Chris [Robbins.Chris@epa.gov]; Rodan, Bruce [rodan.bruce@epa.gov]; Blackburn, Elizabeth [Blackburn.Elizabeth@epa.gov]; Hubbard, Carolyn [Hubbard.Carolyn@epa.gov]
Subject: Office of Research and Development Workforce Reshaping Proposal
Attachments: VERA-VSIP 2017 One-Page Proposal Draft (v8).docx

Attached please find the Office of Research and Development's workforce reshaping proposal. Please let me know if you have any questions.

Thank you.

Mary Ellen Radzikowski
Acting Associate Assistant Administrator
Office of Research and Development
Radzikowski.maryellen@epa.gov
202 564 6757

Message

From: Helm, Arron [Helm.Arron@epa.gov]
Sent: 6/21/2017 8:04:57 PM
To: Vizian, Donna [Vizian.Donna@epa.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: Bulletin - Comp Area/Levels Follow up
Attachments: Competitive Area Draft 6-21-17.docx

Donna, Loretta, Debbi and I did a final review and made some minor tweaks – Loretta put it in the appropriate form as a Policy Bulletin and we are all in agreement on this version of the document.

-Arron

Arron E. Helm
Director
Office of Administration and Resources Management
Research Triangle Park
(919) 541-4252



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Message

From: Cooper, Marian [Cooper.Marian@epa.gov]
Sent: 5/26/2017 11:23:44 AM
To: Hart, Debbi [Hart.Debbi@epa.gov]; Showman, John [Showman.John@epa.gov]; Vizian, Donna [Vizian.Donna@epa.gov]
Subject: Flynn.V.V.2017.rev1.docx
Attachments: Flynn.V.V.2017.rev1.docx

Reflects comments by John and Donna. Debbi? Thanks to all

Message

From: Badalamente, Mark [Badalamente.Mark@epa.gov]
Sent: 5/5/2017 5:49:23 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]; Vizian, Donna [Vizian.Donna@epa.gov]
CC: Starfield, Lawrence [Starfield.Lawrence@epa.gov]; Milton, Laura [Milton.Laura@epa.gov]; Chu, Ed [Chu.Ed@epa.gov]
Subject: OECA's VERA/VSIP one page business case
Attachments: OECA VERA VSIP one page business case 5-5-17.docx

Importance: High

Donna and Debi –

Attached is OECA's one page VERA/VSIP one page business case narrative. We've developed this in consultation with OECA's senior managers and our lead region. Let me know if you have questions or needs anything else.

Mark Badalamente
Acting Deputy Assistant Administrator for Management
Senior Resource Official (SRO)
Senior Information Official (SIO)
Office of Enforcement and Compliance Assurance

US Environmental Protection Agency
William Jefferson Clinton Building
Room 3235 South
Office: 202-564-4673
Mobile: 202-329-0763

Message

From: Hill, Troy [Hill.Troy@epa.gov]
Sent: 6/1/2017 8:57:49 PM
To: Schulman, Marvin [Schulman.Marvin@epa.gov]
CC: Hunt, Loretta [Hunt.Loretta@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Gray, David [gray.david@epa.gov]; McDonald, James [McDonald.James@epa.gov]
Subject: RE: Request for Additional V/V Information
Attachments: R6 VV Justification (w-Budget Tables) 6-1-17.docx

Marvin,

Attached is Region 6's V/V submission with budgetary information. Please let me know if you have any questions.

Regards,

Troy

From: Schulman, Marvin
Sent: Wednesday, May 31, 2017 6:31 PM
To: Gray, David <gray.david@epa.gov>; McDonald, James <McDonald.James@epa.gov>; Hill, Troy <Hill.Troy@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: Request for Additional V/V Information

Thank you for your V/V submission.

In reviewing your business case we realized that that document did not include your budgetary information

The attached document is a copy of your business case with the two budget tables attached.

We look forward to seeing your revised submission.

If I can be of additional assistance, please let me know.

Thank you

Marvin Schulman
Office of Human Resources
(202) 564-7778